FREEDOM OF INFORMATION
AND
PRIVACY ACTS

SUBJECT: CUSTODIAL DETENTION

SECURITY INDEX

FILE NUMBER: 100-358086

SECTION : 6

FEDERAL BUREAU OF INVESTIGATION

NOTICE

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Office Memorandum • UNITED GOVERNMENT

TO :

DATE: August 25, 1950

FROM :

SUBJECT: SECURITY INDEX - GENERAL

PURPOSE:

To inform you of the Security Index increase.

DETAILS:

A Security Index count has been made on Friday of each week for the past three weeks. The results are set out below:

	Total
August 11, 1950	12,182
August 18, 1950	12,288
August 25, 1950	12,334

From August 18, to August 25, 61 new cards were added and 15 were cancelled making a total increase of 46 for the week.

UNRECORDED
8-25-50

EXECUTIVE OFFICE OF THE PRESIDENT
NATIONAL SECURITY RESOURCES BOARD
WASHINGTON 25, D. C.

OFFICE OF THE CHAIRMAN

PERSONAL AND
CONFIDENTIAL

August 25, 1950

Honorable J. Edgar Hoover
Federal Bureau of Investigation
Department of Justice
Washington 25, D.C.

Dear Edgar:

Thank you very much for your letter of August 23 and the distribution chart attached thereto. I found it of great interest and appreciate your sending it to me.

Sincerely,

INRECORDED
8-29-50

UNITED STATES DEPARTMENT OF JUSTICE

FEDERAL BUREAU OF INVESTIGATION

PERSONAL ATTENTION
STRICTLY CONFIDENTIAL

In Reply, Please Refer to
File No.

August 29, 1950 WASHINGTON SAC LETTER NO. 61
Series 1950

SAC

ALBANY	DENVER	MILWAUKEE	PORTLAND
ALBUQUERQUE	DETROIT	MINNEAPOLIS	RICHMOND
ANCHORAGE	EL PASO	MOBILE	ST. LOUIS
ATLANTA	HONOLULU	NEWARK	SALT LAKE CITY
BALTIMORE	HOUSTON	NEW HAVEN	SAN ANTONIO
BIRMINGHAM	INDIANAPOLIS	NEW ORLEANS	SAN DIEGO
BOSTON	KANSAS CITY	NEW YORK	SAN FRANCISCO
BUFFALO	KNOXVILLE	NORFOLK	SAN JUAN
BUTTE	LITTLE ROCK	OKLAHOMA CITY	SAVANNAH
CHARLOTTE	LOS ANGELES	OMAHA	SEATTLE
CHICAGO	LOUISVILLE	PHILADELPHIA	SPRINGFIELD
CINCINNATI	MEMPHIS	PHOENIX	WASHINGTON, D. C.
CLEVELAND	MIAMI	PITTSBURGH	QUANTICO
DALLAS			

GENERAL

(A) SECURITY INDEX - SPECIAL SECTION -- The Bureau has maintained a Special Section in its Security Index in which are filed cards on persons coming within the following categories:

1) United States Government employees;
2) Atomic Energy Program employees;
3) Espionage subjects;
4) Prominent individuals;
5) United Nations Secretariat; and
6) Foreign government employees.

A subject is placed in this section and separated from the bulk of Security Index subjects by reason of his position as a prominent individual, his employment by the United States or a foreign government, or activity as an espionage agent. Special consideration will necessarily be afforded him at the time mass apprehensions are ordered of all Security Index subjects.

By letter dated July 31, 1950, the Bureau provided a list to all field offices which are supervising cases on individuals whose cards have been filed in the Special Section of the Bureau's Security Index. The names on this list were subdivided into the six categories described above. The Bureau further instructed each office appropriately to tab the Security Index card on each person listed therein in order that the cards can be readily separated from the bulk of the cards in the Security Index.

UNRECORDED
8-29-50

Several offices have requested permission to establish a Special Section to conform with that maintained by the Bureau. You are hereby authorized to remove all cards which you have tabbed for special consideration from the regular Security Index and place them in a Special Section containing the six subdivisions described above. This procedure will avoid the danger of confusing the special cards with the regular cards and the possibility that a security or espionage subject, who should be afforded special consideration in the event of a mass apprehension of Security Index subjects, will be arrested prematurely. It is imperative that Bureau authority be obtained prior to apprehending a subject whose card is filed in the Special Section.

When new recommendations for Security Index cards are submitted to the Bureau and you believe the card should be filed in the Special Section, you should so indicate on all copies of FD-122 by typing in the upper right hand corner of the form the words "Special Section" and the subdivision in which you believe the card should be filed. The Special Section of your Security Index should be set up as rapidly as possible and when this has been accomplished, the Bureau should be notified by letter.

Office Memorandum • UNITED STATES GOVERNMENT

DATE: 7-28-50

TO :

FROM : SECURITY INDEX - GENERAL

SUBJECT: SECURITY INVESTIGATION - INDIVIDUALS

To advise you of the steps being taken to increase our Security Index coverage.

1. RECENT INSTRUCTIONS

SAC Letter No. 48, dated July 25, 1950, instructed the field to immediately open cases for investigation of all individuals reported to be present or alleged members of or affiliated with the Communist Party, Socialist Workers Party, Independent Socialist League or splinter groups and to consider these individuals for the Security Index. Previously, mere membership in or affiliation with one of the above groups was not considered sufficient to warrant an investigation in the absence of other indications that the individual was dangerous or potentially dangerous due to Party training, employment in vital industry or defense installations, past service with military forces or other similar categories. The new instructions were issued in view of the definite stand being taken by the Communist Party and related groups against the policy of the United States in the Korean situation. There appears to be no doubt that persons who are presently active in the above groups have aligned themselves on the side of the Soviet Union.

2. ANTICIPATED INCREASE IN SECURITY INDEX

Under the above program standards are broadened so that all persons determined to be members of or affiliated with the Communist Party or related groups, at the present time, will be considered for the Security Index. We anticipate that as the field progresses with this program there will be a very marked increase in the number of Security Index subjects.

3. RECOMMENDATION FOR ACCELERATING THE SECURITY INDEX PROGRAM

It is recommended that a short SAC letter be sent to the field pointing out the urgency for expediting their investigations relating to potential Security Index subjects. If you agree, the letter is attached.

233 changed to 3-6

STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

TO : Director, FBI

DATE: September 6, 1950

FROM : SAC, Baltimore

PERSONAL AND CONFIDENTIAL

SUBJECT: SECURITY INDEX
SPECIAL SECTION
SAC LETTER #61

Rebulet #61.

In accordance with instructions set forth in rebulet, the Special Section of the Security Index has been set up.

234 changed
to
5-7

STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

DATE: September 5, 1950

TO : Director, FBI

FROM : SAC, Boston

SUBJECT: SECURITY INDEX - SPECIAL SECTION

Reference SAC Letter No. 61
8/29/50.

The Special Section of the Security Index Card file was set up in the Boston Office on September 1, 1950.

236 changed
to
25-3

Office Memorandum • UNITED STATES GOVE

TO : Director, FBI

DATE: 9-8-50

FROM : SAC, Little Rock

SUBJECT: SECURITY INDEX - SPECIAL SECTION

CONFIDENTIAL

Re SAC Letter No. 61, 8-29-50.

The Security Index of this division does not include individuals falling within the named categories, for which reason no special section of our Security Index will be set up.

237
changed
to
22-4

STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

TO : Director, FBI

DATE: September 6, 1950

FROM: SAC, Anchorage

SUBJECT: SECURITY INDEX
SPECIAL SECTION

Re SAC Letter No. 61 dated 8/29/50.

The contents of the referenced SAC letter have been noted. However, no individuals are presently listed in the security index of this office who are included in the special categories set forth in the referenced letter and accordingly, no special section will be set up in the security index.

238 changed to
37-7

Office Memorandum • UNITED STATES GOVERNMENT

DATE: September 7, 1950

TO : DIRECTOR, FBI

FROM : SAC, PHILADELPHIA

SUBJECT: SECURITY INDEX - SPECIAL SECTION

(SECURITY INDEX)

Re SAC Letter #61, Series 1950, dated August 29, 1950.

In accordance with instructions contained in the above SAC Letter, a "Special Section" of the Security Index has been set up in this office.

239 changed
to
26-10

STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

DATE: September 5, 1950

TO : Director, FBI

FROM : SAC, Los Angeles

SUBJECT: SECURITY INDEX - SPECIAL SECTION

Re SAC letter No. 61, series 1950 dated August 29, 1950.

This will advise that a separate Special Section of the Security Index maintained by Los Angeles, has been set up with subdivisions as set out in the above SAC letter.

240 changed to
6-4

STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

TO : Director, FBI

DATE: September 12, 1950

FROM : SAC, Buffalo

CONFIDENTIAL

SUBJECT: SECURITY INDEX
SPECIAL SECTION

Re SAC Letter #61, Series 1950, dated August 29, 1950.

As directed in referenced SAC Letter, a Special Section has been set up in the Security Index maintained by this office.

241 changed to 43-6

STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

TO : Director, FBI

DATE: September 12, 1950

FROM : SAC, Minneapolis

SUBJECT: SECURITY INDEX - SPECIAL SECTION

CONFIDENTIAL

Re SAC Letter #61 dated August 29, 1950, concerning captioned subject matter.

Pursuant to the instructions of referenced letter, a Special Section in the Security Index has been created in the Geographical Section of the Security Index maintained by the Minneapolis Office.

614 At the present time this Special Section only contains the card relative to , who is the subject of (Bufile #), which card is filed in the section captioned "U. S. Government Employees."

242 changed
to
35-5

STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

TO : DIRECTOR, F.B.I.

DATE: September 12, 1950

FROM : SAC, OKLAHOMA CITY

SUBJECT: SECURITY INDEX
SPECIAL SECTION

Re SAC Letter No. 61 dated August 29, 1950, Section A, requesting that a Special Section of the Security Index should be set up and that the Bureau should be advised when this is accomplished.

By letter dated July 31, 1950, captioned, "DETCOM - SECURITY INDEX," the Bureau forwarded to this Office a list of the Security Index Subjects for this Division which had been placed in the Special Section by the Bureau. The subject listed by the Bureau was an espionage subject, . To date this is the only subject in the Oklahoma City Division which has been designated for the Special Section and an appropriate division for this subject has been set up in this Office.

From a review of the Security Index in this Office, it appears that one other subject, namely, , was., Bureau File , who is employed as a collector in the Office of the Collector of Internal Revenue, Tulsa, Oklahoma, may possibly fall within this category since is a U. S. Government employee. A separate letter is being forwarded to the Bureau suggesting this subject be given consideration for the Special Section.

243 changed to 38-5

Memorandum • UNITED STATES GOVERNMENT

TO : Director, FBI

DATE: September 11, 1950

CONFIDENTIAL

FROM : SAC, Phoenix

SUBJECT: SECURITY INDEX--SPECIAL SECTION

Re SAC Letter No. 61, Series 1950, dated August 29, 1950

This is to advise that upon reviewing the Security Index List in the Phoenix Office, none of the subjects presently listed come within any one of the six categories listed in reference letter which would designate them for the Special Section Subdivision.

Accordingly, no Special Section Subdivision of the Security Index List in the Phoenix Office has been set up at this time.

244 changed
to
1-5

STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

TO: Director, FBI

DATE: September 15, 1950

FROM: SAC, Albany

SUBJECT: SECURITY INDEX - SPECIAL SECTION

Re SAC Let #61, Series 1950, 8/29/50.

This is to advise that a Special Section of the Security Index has been set up in accordance with referenced letter.

Office Memorandum • UNITED STATES GOVERNMENT

TO : D. M. Ladd

DATE: September 8, 1950

FROM : A. H. Belmont

SUBJECT: SECURITY INDEX - GENERAL

PURPOSE

To advise you of the increase in the Security Index for the week ending Friday, September 8, 1950.

DETAILS

The Security Index count taken today reflects that we have a total of 12,462 cards. Sixty-eight cards were added this week and eleven were cancelled, making a total increase of fifty-seven for the week.

Office Memorandum • UNITED STATES GOVERNMENT

TO :

DATE: September 12, 1950

FROM :

SUBJECT: SPECIAL SECTION
SECURITY INDEX - GENERAL

Purpose:

To advise you of the desirability for having Special Agent in conjunction with the supervisors in the Security Division examine the cases on those 203 individuals presently contained in the Special Section of the Security Index for the purpose of determining whether or not they are properly included therein. To point out the desirability of having instructions issued to the field to submit information by summary type reports suitable for distribution concerning the persons listed in the Special Section of the Security Index.

Background:

As you are aware, there is a Special Section of the Security Index. The purpose for this section is to provide that individuals contained therein be given special consideration as to the desirability of apprehending them in the event of hostilities. This section, at the present time, contains the names of 203 individuals, and is broken down into six categories, as follows:

Espionage Subjects	89
Government Employees	40
Prominent Individuals	26
Atomic Energy Employees	7
Foreign Government Employees ..	18
United Nations Personnel	23

It will be noted that the number of 203 individuals in the Special Section of the Security Index appears to be high. This seems particularly true when it is noted that the names of 89 espionage subjects are included in the Special Section at this time, and that the Bureau will be taking the responsibility for allowing these persons to be at large after the start of hostilities while separate consideration is given to the desirability of apprehending them.

Further it will be noted that the identities of the individuals contained in the Special Section of the Security Index have not been made

available to the Department and the Department is not aware of the existence of this Special Section. Reports concerning the activities of the individuals included in the Special Section have generally not been furnished to the Department. In the event of hostilities it would appear that considerable worthwhile Agent time would be spent correlating information for the purpose of disseminating it to the Department.

Recommendation:

It is recommended that Supervisor together with the individual supervisors in the Security Division to whom the separate cases are assigned review the cases of those individuals presently in the Special Section of the Security Index to determine if they are properly included. At the conclusion of the review it is recommended that a memorandum be prepared setting forth the identities of those persons who are properly included in the Special Section and further setting forth the identities of those persons concerning whom it is recommended that their names be deleted from the Special Section together with the reasons for the action. At the completion of this analysis it is recommended that instructions be issued to the field for summary type reports concerning subjects included in the Special Section of the Security Index to be immediately furnished to the Bureau so that these reports will be readily available for dissemination. The instructions should also provide that periodic reports suitable for dissemination be submitted covering the activities of those activities in the Special Section of the Security Index.

247 changed to 47-8

STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

DATE: 9/20/50

TO: Director, FBI

FROM: SAC, San Francisco

SUBJECT: SECURITY INDEX - SPECIAL SECTION

Reference is made to SAC Letter #61, Series 1950, dated 8/29/50, entitled as above, which requires that each office set up a Special Section of the Security Index.

For the information of the Bureau, the Special Section of the Security Index in the San Francisco Division was set up on 9/13/50.

248 changed to
40-4

STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

DATE: September 22, 1950

TO : DIRECTOR, FBI

FROM : SAC, PORTLAND

SUBJECT: SECURITY INDEX

Re SAC Letter #61 dated August 29, 1950.

This is to advise that Special Section of the Security Index Box maintained by this office has been established, and as of this writing, there is only one card in this section, and that is under the heading, "United States Government Employees."

249 changed to 44-4

.al Bureau of Investig
United States Department of Justice

301 Continental Bank Building
Salt Lake City 1, Utah
September 22, 1950

CONFIDENTIAL

Director, FBI

RE: SECURITY INDEX - SPECIAL SECTION

Dear Sir:

Re SAC Letter No. 61, Series 1950, dated August 29, 1950, wherein the Bureau authorizes the offices to set up a special section in the Security Index relative to U. S. Government employees, Atomic Energy Program employees, etc.

For the information of the Bureau, this office has no Security Index subjects who would come within the Special Section category; therefore, no action is being taken in this matter by the Salt Lake City Office.

Very truly yours,

250 changed
to
15-7

STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

TO : Director, FBI

DATE: September 22, 1950

FROM : SAC, Detroit

SUBJECT: SECURITY INDEX
SPECIAL SECTION

Reference SAC Letter Number 61, Series 1950, dated August 29, 1950, sub section A.

In accordance with Bureau instructions a "Special Section" has been established in the Security Index of the Detroit Division. Bureau instructions relative to indicating "Special Section" on forms FD-122 will be followed when such forms are submitted in the future.

251

STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

TO : THE DIRECTOR DATE: September 20, 1950

FROM : THE EXECUTIVES' CONFERENCE

SUBJECT: SECURITY INDEX - GENERAL
CHANGES TO EXISTING CARDS

On September 20, 1950, the Executives' Conference, consisting of Messrs. , considered and recommended approval of the attached SAC letter authorizing the field to make informal notations on Security Index cards reflecting a change of address or other vital information pending the receipt from the Bureau of a corrected Security Index card.

In the event you approve, the SAC letter will be sent to the field.

Respectfully,
For the Conference

UNRECORDED
9-22-50

(J) SECURITY INDEX - GENERAL - CHANGES TO EXISTING CARDS -- SAC Letter No. 48, Series 1950, dated July 25, 1950, instructed that no changes should be made on the face of Security Index cards as prepared by the Bureau with the new IBM system. This regulation does not prevent, however, the making of temporary notations in good, legible handwriting reflecting a change of address or other pertinent information upon the submission of a form FD-122 to the Bureau, and pending receipt of the new corrected Security Index card.

STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

TO :

DATE: 9-22-50

FROM :

SUBJECT: SECURITY INDEX - GENERAL

PURPOSE:

To advise you of the increase in the Security Index for the week ending Friday, September 22, 1950.

DETAILS:

The Security Index count as of today is 12,633. During the past week, 129 new cards were prepared and 8 cards were cancelled, leaving a net increase in the past week of 121 cards.

253 changed to 26-11

Office Memo. indum • UNITED ST. .ES GOVERNMENT

DATE: September 26, 1950

TO : DIRECTOR, FBI

FROM SAC, Los Angeles

SUBJECT: SECURITY INDEX

Rebulet August 31, 1950.

In reply to mylet August 15, 1950, bulet advised that three copies on the Security Index Card for Los Angeles would be prepared when the IBM System was initiated. Several Security Index Cards prepared under IBM have now been received, and only two copies of each were forwarded. Accordingly, a third copy of each of such cards will be made up by Los Angeles until such time as the Bureau is able to furnish three copies to the Los Angeles Office.

253 changed
to
26-11

October 25, 1950

SAC, Los Angeles

Director, FBI

SECURITY INDEX

AIRMAIL SPECIAL DELIVERY

Reurlet dated September 26, 1950.

It has been determined that the most efficient operation of the IBM system in the preparation of Security Index cards at the Bureau is to have only two copies of the card prepared for each office and it will be necessary for you to prepare a third card for the "geographically by employment" breakdown of the Security Index in your office.

For your information, the Bureau is presently considering the advisability of having all offices maintain a "geographically by employment" breakdown within their Security Index in addition to the geographically by residence breakdown presently in operation. Of course, if such procedure is placed in effect, all offices will be furnished three copies of each Security Index card.

You will be advised when this matter is resolved.

list 254

Mr. Peyton Ford
Deputy Attorney General

September 20, 1950

Director, FBI

CONFIDENTIAL

SECURITY INDEX LIST - GENERAL

There is attached hereto a current list of individuals maintained in the Security Index.

It is requested that this list be given utmost security.

Attachment

HT:mjt

RECORDED - 60

- 254

SEP 26 1950

ets a list personally
hand to Col. Pennington
at 9-22-50 list of 7-26-50
was burned and destroyed
HT

for possible

OCT 1 - 1950

255 Changed to

27-4

STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

TO : DIRECTOR, FBI

DATE: Sept. 25, 1950

FROM : SAC, Louisville

CONFIDENTIAL

SUBJECT: Re: SECURITY INDEX - SPECIAL SECTION

Re SAC Letter No. 61, Series 1950, August 29, 1950, which describes the Special Section of the Security Index and provides for setting up a Special Section in each Field Division.

Please be advised the Louisville Office has no Security Index subjects within the classes designated for the Special Section of the Security Index.

If Security Index Subjects falling within the designated classes are developed, a Special Section will be set up and the Bureau advised.

256 changed to
9-8

STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

TO : Director, FBI

DATE: Sept. 27, 1950

FROM : SAC, Chicago

CONFIDENTIAL

SUBJECT: SECURITY INDEX -
SPECIAL SECTION

Re SAC Letter No. 61, Series 1950, dated August 29, 1950.

This will advise that the Security Index of the Chicago Office has been sub-divided as requested in Section A of referenced SAC letter.

257 changed to
48-6

SAC, San Juan

September 21, 1950

Director, FBI

SECURITY INDEX

In connection with putting the organizational affiliation or nationalistic tendency on the Security Index card of the individual members of the Nationalist Party of Puerto Rico for the establishment of the Republic of Puerto Rico, please be advised that this will be coded by the Bureau with the three letters NPP. This supplements the code set forth on page 3 of SAC Letter 48, Series 1950.

It will distinguish between the members of the Nationalist Party of Puerto Rico and of this organization.

In the near future, you should survey the Security Index cards maintained by your office for all the members of this organization. You should advise the Bureau as to their identity in order that the Bureau may reconcile its Security Index with consideration for members of this organization.

258

Office Memorandum • UNITED STATES GOVERNMENT

TO : All Supervisors in the Espionage and Internal Security Sections

DATE: September 28, 1950

FROM :

SUBJECT: SPECIAL SECTION OF THE SECURITY INDEX - GENERAL

PURPOSE:

To provide for a review of all cases involving subjects currently in the Special Section of the Security Index for the purpose of determining whether or not they are properly included therein and to provide for instructions to be issued to the field to submit information in summary type reports suitable for distribution concerning these subjects.

GENERAL INSTRUCTIONS:

As you are aware, the Special Section of the Security Index contains the names of individuals who should be given special consideration as to the desirability of their apprehension in the event of hostilities. This Special Section is broken down into six categories as follows:

Espionage Subjects
Government Employees
Prominent Individuals
Atomic Energy Employees
Foreign Government Employees
United Nations Personnel

There are over 200 names in the Special Section and since the Bureau will be taking the responsibility for allowing these people to be at large after the start of hostilities while separate consideration is given to the desirability of apprehending them, the investigative files regarding these subjects should be examined now, for the purpose of determining whether the national security might better be served by including the names of various individuals now in the Special Section along with the others in the Security Index.

Each Supervisor should review those cases of individuals assigned to him who are now in the Special Section of the Security Index to determine if they are properly included therein. At the conclusion of the review, each case should be the subject of a memorandum which will indicate why the name should be deleted from the Special Section or why the name should be continued in the Special Section. These memoranda will then be correlated by Supervisor Whitson, Room 1647, and a summary memorandum of recommendations will be prepared.

It will then be necessary for each Supervisor to whom any of the subjects now included in the Special Section of the Security Index are assigned to issue instructions to the Field for summary type reports concerning those subjects to be continued in the Special Section so that these reports will be readily available for dissemination in the event of an emergency. These instructions should also provide that periodic reports suitable for dissemination be submitted covering the activities of those subjects retained in the Special Section.

With regard to those individuals who are to be deleted from the Special Section and placed in the Security Index for apprehension in the event of an emergency, each Supervisor, in reviewing his case files should determine whether reports now in the file are suitable for dissemination. If necessary, the Field should be instructed to prepare a summary type report suitable for dissemination on such subjects as are being placed in the regular Security Index.

Factors to Consider in Connection with Review:

With regard to all subjects now in the Special Section of the Security Index, you should consider the following five factors in determining whether they should be continued in the Special Section:

1. Is the category in which they are placed supported by the facts of the case?

2. Are any members of their households in the Security Index? If so, are they in the Special Section?

3. Have we ever attempted to interview the subject?

4. Could we adequately cover the subject's activities during the opening days of hostilities?

5. With regard to the application of the Emergency Detention Act of 1950, do we have evidence of the following:

A. Instructions or assignment in the Espionage, Counterespionage or Sabotage service or procedures of a foreign country, foreign political party or the Communist Party, USA.

B. Any past acts of Espionage or Sabotage or participation in any attempt or conspiracy to commit Espionage or Sabotage.

C. Holding of membership at any time after January 1, 1949 in the Communist Party, USA or any other organization seeking the overthrow of the Government of the United States by force or violence.

Espionage subjects are in the Special Section because:

1. Apprehension would destroy chances of penetration and control of an operating Soviet Espionage parallel, or

2. Apprehension would destroy known chances of penetration and control of a "sleeper" parallel.

Additional considerations with regard to Espionage subjects are:

1. Can we present the facts concerning the subject's Espionage activity to the Attorney General now?

2. If subject is a member of the Communist Party, USA, or an official of a party front, are others in a comparable position in the Communist Party, USA, or front in his locality in the Security Index?

3. Do we have sufficient data exclusive of the subject's Espionage connections to hold the subject under the Detention Program?

4. Is the subject employed by a foreign government or employed by or accredited to an international organization?

Government employees are in the Special Section because:

1. The case is still pending under the Loyalty Program, or

2. The case has been determined in the subject's favor by the Loyalty Board.

Additional consideration to be given Government employees is the question of whether our investigation has developed additional evidence or pertinent information since the last referral to the Government Board.

Also, in the case of Government employees, is there any logical objection to presenting the name of the Government employee, at this time, to the Attorney General for inclusion on his Master Warrant of Arrest?

Prominent individuals are in the Special Section because:

1. Apprehension might be attended by considerable publicity tending to make a martyr of the subject, or

2. Apprehension might affect adversely other persons not on the Security Index who are necessary to the war effort.

Additional considerations in regard to prominent individuals are as follows:

1. Why, specifically, is the subject considered a prominent individual?

2. Is the person whom the subject's arrest might affect adversely still necessary to the war effort?

3. What elements need to be developed in order to make the case against the subject a strong case?

4. What could the subject reasonably be expected to do during the first few days of hostilities that could injure the United States and thereby embarrass the Bureau, assuming he was not apprehended at the outset of the Detention Program?

5. What is the reasonable chance of developing data sufficient to make a strong case in the first few days after the outbreak of hostilities?

Atomic Energy employees are in the Special Section because their apprehension must be cleared with Atomic Energy Commission representatives in order to avoid interference with Atomic Energy work. With regard to these individuals, the following additional matters should be considered:

1. Is the subject working for the Atomic Energy Commission, for a contractor, or for a subcontractor? If so, where?

2. Does the subject have access to restricted material?

3. Does the subject have access to restricted areas?

Foreign Government employees are in the Special Section because we can only apprehend those employed by Governments with which we are at war. Additional matters to be considered in connection with

this category are:

1. Is the subject secretly serving the Soviets though in the employ of a nonsatellite nation which may be friendly or neutral in the event of war?

2. Does the subject have access to classified material which might relate to the conduct of the war by the United States and its allies?

United Nations and international organization employees are in the Special Section by reason of the fact that they are employees of international organizations regardless of their national origin, and notification must be given to the Secretary of the United Nations regarding their detention.

In reviewing cases involving United Nations employees regardless of their national origin, you should consider the advisability of presenting their names at this time to the Attorney General for inclusion in his Master Warrant of Arrest in order that he can take the necessary steps regarding notification to the Department of State and the United Nations in the event of emergency.

ACTION:

Memoranda regarding each of the subjects assigned to any Supervisor should be submitted no later than the close of business Wednesday, October 11, 1950. The memoranda should contain a recommendation to continue the individual subject in the Special Section or should contain a recommendation that he be removed from the Special Section and placed in the regular Security Index. Each memorandum should show that consideration has been given to each of the items set forth in the preceding portion of these instructions.

Instructions to the field regarding summaries will be sent after the correlated summary is approved.

Office Memorandum • UNITED STATES GOVERNMENT

TO :

DATE: September 15, 1950

FROM :

SUBJECT: SECURITY INDEX - GENERAL

Purpose:

To advise you of the increase in the Security Index for the week ending Friday, September 15, 1950.

Details:

The Security Index count taken today reflects that we have a total of 12,542 cards; 83 cards were added this week, and three were cancelled making a total increase of 80 for the week.

260

Office Memorandum • UNITED STATES GOVERNMENT

TO :

DATE: September 14, 1950

FROM :

SUBJECT: SECURITY INDEX - GENERAL

By SAC Letter No. 48, Series 1950, the field was given instructions concerning the operation of the Security Index under the new IBM procedure. In this letter instructions were set forth that no changes should be made on the face of the Security Index card without specific authority from the Bureau. You will recall that we will be making the 5X8 Security Index cards here at the SOG for the field and will similarly be making all changes on 5X8 cards. This provision is not intended to preclude the field from placing informal notations on the card in legible handwriting reflecting a change in address or other vital information when a form FD-122 is submitted and pending a receipt from the Bureau of a corrected Security Index card. It is believed desirable that this be pointed out to the field. The new Manual of Instructions, Section 87, permits this procedure.

Action:

If you approve, the attached SAC Letter should be forwarded to the field.

261
Changed to
9-9

SAC, Chicago

October 5, 1950

Director, FBI

PERSONAL AND [redacted]

RECOMMENDATIONS FOR THE SECURITY INDEX
CHICAGO DIVISION
SECURITY MATTER - C

Your recommendations for the preparation of security index cards on the following subjects are being held in abeyance pending receipt of reports from your office bringing their activities up to date.

Section 6
Serial 261
Changed to 9-9
dated 10/5/50

In the future, before making a recommendation that a security index card be prepared on an individual, you should furnish the Bureau with a report bringing the subject's activities up to date.

This is necessary not only for the purpose of aiding the Bureau in making the decision as to whether a card should be prepared but also in order that the Department of Justice will be in possession of current information relative to the activities of all the subjects on whom the Bureau maintains security index cards.

It is desired that you immediately advise all personnel in your office engaged in the handling of security investigations of the above instructions.

You should also expedite the preparation of reports on all subjects listed above.

appropriate given & approved
notified by R/S 6-7-76
270/BSA

STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

TO :

DATE: September 28, 1950

FROM :

SUBJECT: SECURITY INDEX - VITAL FACILITIES

PURPOSE

To furnish to the Air Force the names of the individuals in the Security Index who are employed in vital facilities of interest to the Air Force.

BACKGROUND

The Bureau has received an informal inquiry through the Liaison Section from the Air Force inquiring whether or not it is possible to supply them with the names of dangerous individuals employed in vital facilities of interest to the Air Force. This request is based on the summary of data which was furnished to the various intelligence agencies this past summer reflecting the total number of dangerous individuals employed in vital facilities throughout the United States.

Based on the manner in which the vital facility data has been arranged on the Security Index, it is possible to readily compile lists of names of individuals employed in any given category in any given geographical location according to FBI Division offices and according to the agency interested. A list of the individuals employed in the facilities of interest to the Air Force has been prepared and is attached hereto.

ACTION

If you approve, the attached list should be directed to the Liaison Section for delivery to the Air Force. This list represents the names of the individuals who are employed in facilities of interest to the Air Force.

STANDARD FORM NO. 64

list 263

Office Memorandum • UNITED S[illegible] GOVERNMENT

TO :

DATE: September 13, 1950

FROM :

SUBJECT: SECURITY INDEX [illegible]

There is attached hereto a list of individuals appearing in the Security Index who are employed at facilities designated as vital facilities of interest to the Air Force.

ACTION

This should be forwarded to Mr. [redacted] for his information.

Attachment

[redacted]

263

RECORDED - 15

EX-100

OCT 10 1950

52 OCT 18 1950

Kelly

STANDARD FORM NO. 64

264 changed to 48-7

Office Memorandum • UNITED STATES GOVERNMENT

TO : Director, FBI

DATE: 10/10/50

FROM : SAC, San Juan

SUBJECT: SECURITY INDEX
SPECIAL SECTION

Confidential

Re SAC Letter #61, 8/29/50.

The only subject in the San Juan Security Index who can be classified in one of the categories of the Special Section is:

It must be born in mind that although public opinion might support action against Communists it might not support similar action against who is not a Communist. His arrest must be thoroughly justified. There is greater likelihood of violence from the Nationalists than from the Communists in the event of extensive arrests.

264
changed to
48-7

10/10/50

Memo to the Director
Re: SECURITY INDEX
SPECIAL SECTION

I have always been concerned with the apparent tendency of the Bureau, and I suppose the Department, to treat the Nationalists and the Communists as constituting an identical problem. We have been instructed not to separate these groups in our Security Index. It is quite likely that circumstances justifying the detention of Communists would equally justify the detention of Nationalists. However, the two groups must not casually be joined. At the present time, evidence of mutual assistance among Nationalists and Communists in Puerto Rico is lacking. The possibility of opportunist action by Nationalists in the event of a national emergency exists, but such possibility existed during World War II. They were dealt with on an individual basis at that time. Each overt act, consisting almost exclusively of refusal to comply with the Selective Service Act, was handled as it occurred.

264 changed to 48-7

SAC, San Juan

November 8, 1950

Director, FBI

SECURITY INDEX
SPECIAL SECTION
Bufile
Your file

Reurlet dated October 10, 1950.

Your recommendation that the Security Index cards for and other members of the Nationalist Party of Puerto Rico be placed in the Special Section of the Security Index is declined.

Office Memorandum • UNITED STATES GOVERNMENT

DATE: September 29, 1950

TO :

FROM :

SUBJECT: SECURITY INDEX COUNT - GENERAL

PURPOSE

To advise you of the total cards in the Security Index as of Friday, September 29, 1950.

BACKGROUND

As of Friday, September 22, 1950, there were 12,663 cards in the Index. In the past week, 43 new cards have been added and there have been no cards cancelled. This leaves a net total of 12,706.

266 changed to 11-9

STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

TO : Director, FBI

DATE: October 9, 1950

FROM: SAC, Cleveland

SUBJECT: SECURITY INDEX ARRANGEMENT

The Bureau by SAC Letter #97, Series 1949, dated October 19, 1949, indicated on page two thereof that it will no longer be necessary to separate and maintain breakdowns as to organizational affiliation or nationalistic tendency e.g. Communist Party, Socialist Workers Party, etc.

On August 15, 1950, a corrected page for Section 87, Security Investigations, namely page 33, was received which indicated that the Security Index Cards should be filed with a breakdown into Party Groups such as Communist Party, Socialist Workers Party, Workers Party and Splinter Groups.

While this section was not underscored as a recent change, this office desires to be advised as to whether or not these provisions change those previously set forth in referenced letter #97 dated October 19, 1949.

266 changed
to
11-9

SAC, Cleveland

Director, FBI

SECURITY INDEX ARRANGEMENT
Your file

November 1, 1950

Reurlet dated October 9, 1950.

Section 87 of the Manual of Instructions has been revised and the revised section was forwarded to the field under date of October 25, 1950. The revised section incorporates the instructions set out in SAC Letter No. 97, Series 1949, dated October 19, 1949. Breakdowns in the Security Index as to organizational affiliation or nationalistic tendency should no longer be maintained.

Office Memorandum • UNITED STATES GOVERNMENT

TO :

DATE: October 13, 1950

FROM :

SUBJECT: SECURITY INDEX COUNT - GENERAL

PURPOSE:

To advise you of the total cards in the Security Index as of Friday, October 13, 1950.

DETAILS:

As of Friday, October 6, 1950, there were 12,812 cards in the Security Index. In the past week 147 new cards have been added and 1 card was cancelled, a net increase in the past week of 146 cards. The Security Index count as of today is 12,958.

Office Memorandum • UNITED STATES GOVERNMENT

TO :

DATE: 10-6-50

FROM :

SUBJECT: SECURITY INDEX COUNT - GENERAL

PURPOSE

To advise you of the total cards in the Security Index as of Friday, October 6, 1950.

DETAILS

As of Friday, September 29, there were 12,706 cards in the Security Index. In the past week, 106 new cards have been added and there have been no cards cancelled. This leaves a net total of 12,812.

269 changed
to
34-14

STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

TO : Director, FBI

DATE: October 16, 1950

FROM : SAC, New York

SUBJECT: SECURITY INDEX PROJECT

Reference telephone call between Mr. of the Bureau and of this office on October 9, 1950 with regard to the progress being made in getting out reports on those Security Index cases in which the Bureau, by form letter during the latter part of 1948 and early part of 1949, requested that those cases be brought up to date.

Pursuant to Bureau instructions that a status letter be submitted weekly concerning this project, this is to advise that as of Friday, October 13, 1950, 248 of these cases were still pending in this office. It is noted, however, that approximately 35 or 40 reports had been dictated during the week ending October 13, 1950.

270 changed to 47-9

Office Memorandum • UNITED S[illegible] VERNMENT

DATE: 10/19/50

TO : DIRECTOR, FBI

FROM : SAC, SAN FRANCISCO

SUBJECT: SECURITY INDEX - SPECIAL SECTION

Reference is made to SAC letter No. 61, Series 1950, dated August 29, 1950.

The San Francisco Office has previously advised that the following are included in the Security Index-Special Section, subdivision United States Government employees:

This is to advise that the following additional names are also included in the same category as above:

Office Memorandum • UNITED STATES GOVERNMENT

TO : THE DIRECTOR DATE: October 10, 1950

FROM : THE EXECUTIVES' CONFERENCE

SUBJECT: SECURITY INVESTIGATIONS - INTERVIEWS WITH SUBJECTS AND CANCELLATION OF SECURITY INDEX CARDS

On October 10, 1950, the Executives' Conference, consisting of Messrs. in attendance, considered a proposed SAC Letter instructing the field that prior to cancellation of any Security Index cards, the subject of the card is to be interviewed, with prior Bureau authority, or a sound reason is to be furnished why the subject should not be interviewed. From time to time individuals who are subjects of Security Index cards are removed from the Security Index, based on factors such as death, removal to another country on a permanent basis, or a change in the activities of the subject as a result of which they are no longer considered potentially dangerous. Subjects are not removed from the Security Index unless a compelling reason exists. The Section Chief of the Internal Security Section is required to pass on each individual case where a subject is removed from the Index. Any questionable cases are taken up with the head of the Security Division.

In view of Communist Party instructions that some members should divorce themselves from public affiliation with the Party, the Security Division feels that it would be desirable, as a further restrictive measure on the removal of names from the Security Index, to require that, in the absence of some compelling reason to the contrary, all subjects suggested by the field for cancellation from the Index first be interviewed prior to removal from the Index. Such interviews would be small numerically. In the past four weeks, only eleven subjects have been removed from the Security Index. It was felt that interviews with subjects who are recommended by the field for removal from the Security Index prior to such removal will accomplish the following:

(1) The interview will provide additional information to guide us in our decision as to whether the subject should be removed from the index. This is true, regardless of whether the subject lies or not during the interview, as the interviewing Agent will be able to secure information which can be checked out. In the event the subject refuses to be interviewed or displays a continued attitude of cooperation with the Communist Party, he, of course, would be continued in the Index.

(2) Possibly some of these interviews may provide information of value to the Bureau from an investigative and intelligence standpoint.

MEMORANDUM FOR THE DIRECTOR

(3) Bearing in mind that the field does not recommend cancellations unless good reason exists therefor, such interviews may provide us with confidential informants.

The Executives' Conference recommended that the attached SAC Letter, instructing the field that subjects of Security Index cards are to be interviewed or a satisfactory reason furnished to the contrary prior to the cancellation of the card, be disseminated. Bureau authority is required prior to the interview.

In the event you approve, this letter will be transmitted to the field.

Respectfully,
For the Conference

OK.
H.

STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

TO :

DATE: 10-20-50

FROM :

SUBJECT: SECURITY INDEX COUNT - GENERAL

PURPOSE

To advise you of the total cards in the Security Index as of Friday, October 20, 1950.

DETAILS

As of Friday, October 13, there were 12,958 cards in the Security Index. In the past week, 64 new cards were added and 7 cards were cancelled, a net increase in the past week of 57 cards. The Security Index count as of today is 13,015.

Office Memorandum • UNITED STATES GOVERNMENT

TO :

DATE: September 28, 1950

FROM :

SUBJECT: SECURITY INDEX CANCELLATIONS - GENERAL

PURPOSE

To advise you of the number and distribution by field office of cancellations in the Security Index for the period June 15, 1950 to September 28, 1950.

DETAILS

The Statistical Section is unable to furnish a breakdown of the number of cancellations in the Security Index by field office on a weekly basis for the past three months' period as no cancellation date appears on the cancellation cards in the Statistical Section. However the Statistical Section has furnished the total number of cancellations for the period from June 15, 1950 to September 28, 1950, by field offices. June 15, 1950, is the date the Security Index was converted to the new IBM system. The total number of cancellations for that period is 254. The breakdown by field office is as follows:

Albany	4	Indianapolis	1	Philadelphia	16
Boston	5	Kansas City	2	Phoenix	2
Buffalo	2	Los Angeles	85	Pittsburgh	2
Butte	3	Memphis	1	Portland	4
Chicago	11	Miami	4	St. Louis	2
Cincinnati	1	Milwaukee	6	Salt Lake City	5
Cleveland	3	Minneapolis	7	San Francisco	13
Dallas	6	New Haven	3	San Juan	1
Denver	1	New Orleans	4	Seattle	28
Detroit	2	New York	20	Springfield	2
Honolulu	1	Oklahoma City	1	Washington	2
Houston	1	Omaha	1	Newark	2

Of possible interest in this matter, a review of the data gathered in preparation of the weekly memorandum to the Director to advise of the increase in the Security Index shows the following cancellations by week although the data does not show the offices in which the cancellations were made.

Week ending:	Cancellations
August 25, 1950	15
September 1, 1950	13
September 8, 1950	11
September 15, 1950	3
September 22, 1950	8

For your information, it is pointed out that Security Index cards may have been cancelled during the pertinent period and since then the subject's name has again been placed in the Security Index on recommendation from the field. This would apply only to a few, if any, cases. If desired, files on subjects of cancelled cards mentioned above can be reviewed to determine if the Security Index card has been reactivated.

It is also to be noted that a part of the period covered by the above figures is for a time when membership in the CP was not of itself considered sufficient to warrant an SI card. During that period many offices were reviewing their files to determine if the activities of subjects warranted continuance of SI cards based on instructions in effect at that time covering justification of a card. This is particularly true of the Los Angeles Office.

ACTION

This is for your information.

274 changed to 39-6

Office Memorandum • UNITED STATES GOVERNMENT

TO : Director, FBI

DATE: Oct. 6, 1950

FROM : SAC, Pittsburgh

SUBJECT: SECURITY INDEX - SUBJECTS IN THE STEEL INDUSTRY IN THE PITTSBURGH DIVISION

Attention: , Chief, Internal Security Unit, Security Division

This will confirm my telephone conversation with you at 12:40 PM, October 6, 1950.

Bureau letter to Albany dated April 17, 1950, set forth instructions relative to the security index program in conjunction with the vital facilities program. The designation of those security index subjects employed in vital facilities was returned to the Bureau by my letter dated April 28, 1950, and it was shown therein that eleven security index subjects in this division were employed in designated vital facilities. Of these eleven, the following five individuals were employed in the steel industry:

In addition to the above five, there are fifteen other security index subjects in this division who are employed in the steel industry or an industry having a direct connection therewith; however, the particular installation was not designated as a vital facility. These individuals are:

[redacted]

234
changed to
39-6

SAC, Pittsburgh

October 25, 1950

Director, FBI

SECURITY INDEX - SUBJECTS IN
THE STEEL INDUSTRY IN THE PITTSBURGH DIVISION

RECORDED - 9

EX-29

Reurlet dated October 6, 1950.

According to Bureau records, the Security Index cards for subjects [redacted] indicate that each is employed in an industry appearing on the Vital Facilities List. The employment of [redacted] and [redacted] is identified by Vital Facility Code No. MB 24 (steel, including iron ore supply, nickel, chrome, etc). [redacted] employment is identified by Vital Facility Code No. MB 20 (armor plate and heavy forgings) and [redacted] by No. MB 32 (strategic transportation).

It is requested that you advise as to whether your records are in accord with the Bureau's in this matter.

UNRECORDED COPY FILED IN

Tolson
Ladd
Clegg
Glavin
Nichols
Rosen
Tracy
Harbo
Belmont
Mohr
Tele. Room
Nease
Gandy

[redacted]

OCT 25 1950

58 NOV 6 1950

STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

TO : The Director

DATE: October 27, 1950

FROM :

SUBJECT: SECURITY INDEX COUNT - GENERAL

PURPOSE

To advise you of the total cards in the Security Index as of Friday, October 27, 1950.

DETAILS

As of Friday, October 20, 1950, there were 13,015 cards in the Security Index. In the past week, 54 new cards were added and 8 cards were cancelled, a net increase in the past week of 46 cards. The Security Index count as of today is 13,061.

list

276

Mr. Peyton Ford
Deputy Attorney General

October 30, 1950

CONFIDENTIAL

Director, FBI

SECURITY INDEX LIST

There is attached hereto a current list of individuals maintained in the Security Index.

It is requested that this list be given utmost security.

Enclosure

DELIVERED TO PERSONNEL
Col. NARA in pet to
11-3-50 Substitute pet & Bulet 9-20-50 to Ford
Old list. Old letter
destroyed
pl 2

SAC, New York

November 1, 1950

Director, FBI

SECURITY INDEX AND SECURITY INDEX CARDS - GENERAL

Under the system now in operation at the Bureau, field offices are being furnished with two copies of Security Index Cards prepared on the IBM Machine in all cases where forms FD-122 are submitted recommending a change in the information on Security Index Cards as well as in cases where new Cards are added to the Security Index. In addition, as pointed out under (A) in SAC Letter No. 46, Series 1950, dated July 25, 1950, eventually it is anticipated that all existing Cards in the Field will be replaced by Cards made at the Bureau.

Current instructions require field offices to place a description in all instances and a photograph where available on the reverse side of each geographical card in the Security Index. A field office has pointed out that considerable clerical time is consumed in retyping descriptions and replacing photographs on either the amended or replacement SI Cards prepared on the IBM Machine and has suggested, in order to save clerical time, that the description and photograph be placed on a card the same size as the SI Card, which card could be restapled to the Security Index Card when amended or replacement cards are received in the Field. It was suggested that this method would require only one typing of the description as has been the practice in the past and would better protect the photograph where available. In this connection the same results would be obtained by restapling one of the amended or replacement cards received from the Bureau to the geographical card presently maintained in the field office which would eliminate the retyping of the description and restapling of the photograph on a separate 5 x 8 card.

The Bureau has been forwarding two copies of the amended SI Cards to the Field in order that SI Cards can be maintained in a more usable or legible condition, thus eliminating written or typed changes on the Field's SI Cards

Also, by sending amended SI Cards to the Field, the cards are uniformly prepared as to form and the information contained on each SI Card is the same as that contained on the respective SI Card at the Bureau.

Each SAC receiving a copy of this memorandum is requested to promptly furnish the Bureau with his opinion as to whether the Bureau should continue to prepare amended SI Cards for the Field or whether changes on SI Cards can be more economically handled, with less burden on the Field's clerical staff, by making written notations of changes on SI Cards presently maintained in the Field as was previously done.

If it is felt that the cards mentioned above should be prepared at the Bureau, your view is requested as to the most convenient manner from the clerical and administrative standpoint for affixing the description and photograph to the cards received.

The problems mentioned above do not concern the preparation of new Security Index Cards which will be prepared at the Bureau at the time the new card is approved for inclusion in the Security Index.

278 changed
to
34-15

Office Memorandum • UNITED STATES GOVERNMENT

TO : Director, FBI

DATE: November 6, 1950

FROM : SAC, New York

SUBJECT: SECURITY INDEX PROJECT

Re New York letter dated October 30, 1950.

As of Friday, November 3, 1950, there were still pending in the New York Office 148 cases on Security Index subjects, which cases the Bureau requested be brought up to date. In addition, between 40 and 50 cases were dictated on between October 28, 1950 and November 3, 1950.

279 changed to 37-8

STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

TO : Director, FBI

DATE: October 4, 1950

FROM : SAC, Philadelphia

SUBJECT: SECURITY INDEX AND SECURITY INDEX CARDS

The Philadelphia Office is now receiving the Security Index cards prepared on the IBM tabulating machines in the Seat of Government. These cards are being forwarded to the Philadelphia Office in duplicate, one of which is to be filed in the alphabetical index and the other in the geographical index. Current instructions require the placing of a photograph of the Security Index subject on the reverse side of the geographical Security Index card. In addition to the placing of the photograph on the reverse side of this card, it is also required that a description of the Security Index subject be likewise placed on the reverse side of this card.

The Philadelphia Office has noted that the placing of the photograph and the typing of the description on the reverse side of the geographical Security Index card is a time-consuming clerical operation. In order to conserve time, the Philadelphia Office desires to make the following suggestion in the handling of the geographical Security Index card.

It is suggested that the Bureau authorize the placing of the photograph and typewritten description on a card of identical size to the geographical Security Index card. This card, bearing the photograph and description, would then be stapled to the geographical Security Index card.

The saving of time would result when changes are made requiring the preparation by the Bureau of new Security Index cards. Under the present practice, it is necessary to remove the photograph and place it on the reverse side of the new geographical Security Index card, and to retype the description on the new geographical Security Index card. It is felt that the photographs will, in a period of time, become mutilated either from having the staples continually removed or from removing Scotch tape.

If this suggestion is adopted, it will only be necessary to remove the staples holding together the descriptive card and the geographical Security Index card and staple the descriptive card onto the new or amended geographical Security Index card. This would completely eliminate the removing of the photograph from the old geographical Security Index card and eliminate the retyping of the description on the reverse side of the card.

274 changed to 37-8

The Philadelphia Office estimates that an average of five changes a day are made on existing index cards, which would mean that five new Security Index cards would be received for these changes, and the time required in the handling of these cards would be materially lessened.

The Bureau is requested to advise if it will authorize this procedure in the handling of the geographical Security Index cards.

279
changed to
37-8

SAC, Philadelphia November 1, 1950

Director, FBI
[redacted] - 37-8
SECURITY INDEX AND SECURITY INDEX CARDS
[redacted]

RECORDED - 71 Reurlet 10-4-50.

The problem raised in referenced memorandum regarding the time-consuming clerical operation in retyping descriptions and restapling photographs on the back of SI Cards maintained in the geographical section of the Security Index in cases of amended or replacement SI Cards received from the Bureau is presently being considered at the Bureau.

For the time being, it is suggested that one of the copies of the two SI Cards received from the Bureau in cases of amended or replacement cards be stapled on to the face of the SI Card maintained for the respective subject in your Security Index. This will eliminate the clerical time necessary to retype the description and restaple the photograph on to the Security Index Card.

In this connection, the question has also been raised as to the advisability of preparing and forwarding to field offices amended SI Cards where forms FD-122 are submitted reflecting a change of address or other pertinent information.

The Bureau has been forwarding two copies of the amended SI Cards to the Field in order that SI Cards can be maintained in a more usable or legible condition, thus eliminating written or typed changes on the Field's SI Cards. Also, by sending amended SI Cards to the Field, the cards are uniformly prepared as to form and the information contained on each SI Card is the same as that contained on the respective SI Card at the Bureau.

The views of SAC's of larger field divisions have been requested on the problem set out above and your views requested as to the advisability of the Bureau continuing to furnish amended SI Cards to the Field, or whether changes on SI Cards can be more economically handled, with less burden on the Field's clerical staff, by making written notations on SI Cards presently maintained in the Field as was previously done.

NOV 1 6 43 PM '50
RECEIVED-RECORDING ROOM
FBI
DEPT OF JUSTICE

MAILED 8
NOV 2 - 1950
COMM - FBI

PLC:jgh:im

52 JAN 17 1951

280
changed to
39-7

STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

TO : Director, FBI DATE: 11-7-50

FROM : SAC, Pittsburgh

SUBJECT: SECURITY INDEX - SUBJECTS IN THE STEEL INDUSTRY IN THE PITTSBURGH DIVISION

Rebulet, 10-25-50.

A review of the Pittsburgh Security Index Cards show that insofar as Security Index subjects and vital facilities are concerned the following situation exists as of 10-31-50.

From this review it was also noted that the following Security Index subjects are employed in a designated vital facility identified by a code number.

281

STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

TO :

DATE: November 3, 1950

FROM :

SUBJECT: SECURITY INDEX COUNT - GENERAL

PURPOSE

To advise you of the total cards in the Security Index as of Friday, November 3, 1950.

DETAILS

As of Friday, October 27, 1950, there were 13,061 cards in the Security Index. In the past week, 92 new cards were added and 9 cards were cancelled, a net increase in the past week of 83 cards. The Security Index count as of today is 13,144.

282

Office Memorandum • UNITED STATES GOVERNMENT

TO : THE DIRECTOR

DATE: 10-30-50

FROM : JOINT COMMITTEE

SAVINGS: None
AWARD: None

SUBJECT: SUGGESTION NO. 516
EMPLOYEE: [redacted]
NEW HAVEN OFFICE
SECURITY INDEX - RECOMMENDATIONS FOR
- GENERAL

MEMBERS PRESENT:

SUGGESTION: That the Bureau in handling Security cases make no investigation beyond obtaining proof that the subject is presently a member of the Communist Party and including information concerning the subject's residence, employment, description and photograph. In support of the suggestion, it is stated that almost all of the present members of the Communist Party should be on the Security Index list. The purpose of the suggestion is to reduce the investigative time required in the Field and increase in the shortest time possible the number of individuals represented in the Bureau's Security Index.

The Bureau does not know at present the amount of proof or evidence which will be required by hearing boards for internment and, accordingly, it is felt that investigations of Security Index subjects should be thorough and complete. In addition to showing membership, information as to the extent of the subject's activities should be reflected. The Bureau should be in a position to show the individual's relative dangerousness. We should know whether he has had military training and should be aware of his citizenship status.

JOINT COMMITTEE CONSIDERATION: Unanimously unfavorable.

STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

TO : Director, FBI DATE: August 11, 1950

FROM : SAC, New Haven

SUBJECT: SUGGESTION -

RE: SECURITY INDEX - RECOMMENDATIONS FOR

SENATE

There are being attached hereto the original and four copies of a suggestion concerning the captioned matter, which has been made by

SUGGESTION -

RE: SECURITY INDEX - RECOMMENDATIONS FOR

Reference is respectfully made to SAC Letters No. 48 and No. 54, Series 1950, dated July 25, 1950 and August 4, 1950, respectively, wherein the Bureau advised that it has been found necessary to broaden our standards to include in the Security Index the names of all individuals who are present, active, participating members of the Communist Party or related groups, or who actively espouse the line of those groups, regardless of the individual's leadership in the Party, present employment or past activities.

It is believed that this is a sound policy and that maximum results should be obtained in the shortest period of time in view of the critical international situation. It is further believed that the implication to be drawn from the referenced SAC Letters is that eventually every present member of the Communist Party will be a Security Index subject. In the case of New Haven, at the present time we have approximately 250 Security Index subjects who are members of or adhere to the Communist Party.

According to reliable information available to this office, the total membership of the Communist Party in Connecticut at the present time is approximately 800. This means that as far as the New Haven Office is concerned 550 additional persons will eventually be placed on the Security Index. At the present time this office has 35 Agents assigned to it, exclusive of the SAC and the ASAC. Two additional Agents have been assigned to this office but have not yet arrived. As of July 31, 1950, this office had a total of 290 security cases. Since July 31st, approximately eighty additional cases have been opened and it is anticipated that this figure will continue to rise.

Under the present Bureau requirements it is necessary prior to receiving approval from the Bureau for a Security Index subject, to submit a report. The Bureau further requires that considerable information concerning background, CP membership, and activities, related activities and the like be obtained and reported. This means that considerable time must be spent conducting investigation. As far as this office is concerned, if the deduction is correct that 550 additional persons may be placed on the Security Index in this office, considerable investigative time will be utilized in making these investigations. In 90% of these cases the investigation will pertain to members who may be classified as routine and who, under previous Bureau policy, would not have been actively investigated. This, therefore,

ENCL

presents an investigative problem for the New Haven Office and it is presumed that in larger offices the investigative problem will be that much greater. Since the main objective at the present time on the part of the Bureau as reflected in the referenced SAC Letters, is to place on the Security Index as many of the present members of the CP, regardless of their importance, as possible, it would appear that a considerable amount of the investigation which is presently required by the Bureau in these cases, could be obviated and circumvented.

Our main objective should be to have proof of membership in the CP or related groups. This in itself should be sufficient to warrant the approval of a Security Index Card and should obviate the necessity for submitting background information and miscellaneous information. Specifically what I have in mind is that in a considerable number of cases which are being opened and reopened by the New Haven Office, we have received and continue to receive information from live paid informants concerning the membership and activity of individuals in the Communist Party. This information in itself should be sufficient to warrant approval of an SI Card.

It is, therefore, suggested that the Bureau consider revising its present requirements in security cases so that where proof of present membership is available no other investigation will be required except to ascertain the Subject's residence and employment, and obtain a description and photograph if possible. It is believed that this would result in a considerable saving of investigative time and at the same time would assist the Bureau in getting on to the Security Index as quickly as possible the names of individuals who are known to be present members of the Communist Party in a "routine" capacity.

284 changed to 34-16

STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

TO : Director, FBI

DATE: November 13, 1950

FROM : SAC, New York

SUBJECT: SECURITY INDEX AND SECURITY INDEX CARDS

Rebulet 11/1/50 captioned as above.

In the interest of uniformity it is recommended that the Bureau continue its present practice of preparing amended SI cards for the field.

With respect to placing a subject's description and photograph on the reverse side of the geographical card, it is recommended that the suggestion be followed which could permit the stapling of the new card received from the Bureau to the old card maintained in the security index. The two cards would be attached back to back so that the face of the combined cards would contain the name and addresses and the reverse side of the combined cards the description and photograph. This would obviate the typing of a description and photograph card.

If the card is again revised, this procedure can be repeated.

285 change to 34-17

Office Memorandum • UNITED STATES GOVERNMENT

TO : Director, FBI

DATE: November 13, 1950

FROM : SAC, New York

SUBJECT: SECURITY INDEX PROJECT

Re New York letter dated November 6, 1950.

This is to advise that as of today, November 13, 1950, there are still pending in the New York Office 124 cases on security index subjects, which cases the Bureau requested be brought up to date. In addition there are about 30 of these cases upon which reports have been dictated.

It is noted that the volume of closings in this category decreased during the past week. This was due to the fact that every agent on the section handling these cases was for a period of several days assigned exclusively to covering leads in connection with the shooting at Blair House.

286 changed to
11-10

STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

TO : Director, FBI

DATE: November 9, 1950

FROM : SAC, Cleveland

SUBJECT: SECURITY INDEX AND SECURITY INDEX CARDS

ReBulet dated 11-1-50.

The recommendation regarding an additional card bearing the description and photograph of the Security Index subject which can be stapled to the Security Index card is concurred in by this office. It is the opinion of this office that the Bureau continue to furnish the field with amended Security Index cards. This procedure eliminates to a great extent the possibility of error and makes for uniformity.

It is also the opinion of this office that the suggestion made regarding the use of the geographical card which contains the description and photograph on the reverse side be the card used to staple to the new or amended Security Index card inasmuch as this greatly reduces the amount of clerical time consumed in typing new descriptions and attaching photographs to the cards.

In this connection it is further suggested that the Bureau might desire to give consideration to having the serial number and date of the communication which was used to forward specimens of handwriting and photograph of the subject to the Bureau set forth under descriptive data. The reason for this suggestion is that generally the files on Security Index subjects are of several volumes and time is consumed searching through the volumes for the pertinent communications.

STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

TO :

DATE: 11-10-50

FROM :

SUBJECT: SECURITY INDEX COUNT

PURPOSE

To advise you of the total cards in the Security Index as of Friday, November 10, 1950.

DETAILS

As of Friday, November 3, 1950, there were 13,144 cards in the Security Index. In the past week, 65 new cards were added and 7 cards were cancelled, a net increase in the past week of 58 cards. The Security Index count as of today is 13,202.

288 changed to 9-11

UNITED STATES GOVERNMENT

TO : Director, FBI

DATE: November 8, 1950

FROM : SAC, Chicago

SUBJECT: [illegible] and [illegible] INDEX CARDS

Rebulet 11-1-50 to New York.

It is felt that considerable time could be saved by having the field make appropriate additions or corrections on the S.I. cards.

As an alternate to the above procedure, in the event it is decided the Bureau should continue to prepare corrected S.I. cards, it is suggested that the description and photo, if available, be placed on a card of similar size as the S.I. card and stapled to the S.I. card. If new cards are prepared and sent to the field they can be more easily stapled to the cards containing the photos and descriptions then by retyping of the descriptions and replacing the photos.

289 changed to
37-9

STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

TO : Director, FBI

DATE: November 14, 1950

FROM : SAC, Philadelphia

SUBJECT: SECURITY INDEX AND SECURITY INDEX CARDS

Rebulet November 1, 1950, which requests the views of the Philadelphia Division as to the desirability of continuing the present system whereby the Bureau prepares and sends back to the Field, Security Index Cards changed pursuant to the submission of the form FD-122.

It is the feeling of the Philadelphia Division that the present system does not save clerical time in the Field but actually requires the Security Index Cards to be handled by more clerks more times. At the time of submission of the FD-122, it is necessary to make a temporary notation of the change of address and/or employment on the SI Card in the Field. Otherwise, the card is inaccurate until the corrected card is received from the Bureau. On the receipt of the corrected SI Cards, the Chief Clerk's office must go through the process of searching and matching with the file. There is then the additional handling and routing on the supervisors' desks and the ultimate handling by the clerks and agent who deal directly with the Security Index box.

The neatness and uniformity of the Security Index box which is achieved by the SI Cards prepared at the Bureau tends to be offset by the many stapled cards in the geographic breakdown. Tabs must be renewed on these new cards. On receipt of the white carbon of the FD-122, the CCO has the additional work of serializing. Any error made by the clerical employees at the Bureau in the preparation of the new card requires a duplication of the entire process.

Accordingly, Philadelphia suggests that except for the preparation of completely new cards, the system revert to the previous procedure whereby corrections and changes are made in the Field.

Office Memorandum • UNITED STATES GOVERNMENT

TO : THE DIRECTOR DATE: September 29, 1950

FROM :

SUBJECT: SECURITY INDEX PROCEDURE

PURPOSE

To describe for you the procedure and standards followed for the preparation of Security Index cards.

— GENERAL

BACKGROUND AND DETAILS

If during the course of a security investigation facts are developed indicating that the subject is potentially dangerous to the internal security, it is incumbent upon the investigating Agent to submit a recommendation for the preparation of a Security Index card. Procedurally, the recommendation always arises from the Field in view of the fact that they possess in the first instance the data necessary for the preparation of the card. However, in practice, the Supervisor at the Seat of Government may upon reviewing a case determine that it is an appropriate one for inclusion in the Security Index program and may therefore instruct the Field to submit a recommendation for a card.

Upon receipt of the recommendation at the Seat of Government, the substantive case is reviewed by the Supervisor to determine if a Security Index card is warranted. If the Supervisor determines that the case is clearly short of the standards for inclusion in the Index, he so advises the Field and gives the reason why the Security Index card is declined. If the individual comes clearly within the standards for inclusion in the Index, the Supervisor authorizes the approval of a Security Index card and the Field is so advised. If the case is one of a questionable nature, it may be taken by the Supervisor to either the Section Chief or the Inspector in charge of the Division for final decision.

While the standards for inclusion in the Index are not inflexible, certain individuals are as a general rule included if they fall within one or more of the following categories:

All members or affiliates of the Communist Party or similar Marxist revolutionary groups who have

(1) years of experience in the organization
(2) training in special schools of the organization
(3) been involved in espionage or intelligence networks
(4) veterans of the Abraham Lincoln Brigade
(5) veterans of OSS or other branches of the U. S. military forces
(6) employees in public utilities, radio stations, communication and transportation industries

(7) employees in basic or vital facilities
(8) individuals having access to explosive chemicals, weapons or ammunition
(9) organizers or officials of labor unions
(10) employees of municipal, state or federal government agencies
(11) individuals employed in positions having espionage or sabotage potentials
(12) individuals who have served as couriers or mail drops
(13) individuals who have served as strong-arm men in violent strikes, riots and demonstrations
(14) individuals who hold strategic positions in mass organizations or in activities where they control or handle mass educational media
(15) all Party officials
(16) all individuals who since the Korean situation have continued to adhere to the Communist Party line.

These standards are adhered to very closely by all Supervisors handling these cases. All cases in the Index can today be justified in accordance with these standards. In addition, the Index is kept currently up to date. The field must at least every six months check the residence and employment of all individuals in the Index. At the same time the case is reviewed to determine if any additional action is warranted at that time. Of course, individuals designated key figures or top functionaries receive additional attention above and beyond that described above.

ACTION

None. Submitted for your information.

We must be sure the cases will hold up, particularly in view of the fact that Dept. attorneys are reviewing the cases. I suggest we [redacted] survey the existing procedure

10-1

Yes I agree. We must make sure our standing is good ground, & that we are fully [illegible]

Referred to Department for inspection of existing security [illegible] 11-19 [illegible]

291 changed to 34-20

SAC, New York

Director, FBI

~~SECURITY INDEX~~
Bufile

December 11, 1950

CONFIDENTIAL

Reurlet dated November 14, 1950.

Your letter calls the Bureau's attention to the fact that authority was granted to the New York Office by the late Inspector Curnea to utilize the color card system in connection with tabbing Security Index Cards for Detcom and Comsab. You advised that the New York Office has been using blue cards for Detcom subjects and salmon cards for Comsab subjects and that as a result of the system presently being utilized by the Bureau you are unable to operate your color tab system. You advised that the weight of the cards presently being furnished the Field by the Bureau is so light as to make it impractical to use any metal tabs on the cards.

With respect to the use of the blue cards for Detcom and salmon cards for Comsab, it is not possible for the Bureau to prepare different colored cards on the IBM equipment now in use.

The Bureau will furnish as soon as possible a complete set of the new SI Cards as you were advised in SAC Letter No. 48, Series 1950, dated July 25, 1950. The Cards should be marked for Detcom and Comsab with the metal tabs as previously instructed. A check was made at the Bureau and the Cards now being used appear to be sufficiently heavy to handle the metal tabs used at the Bureau.

With respect to the colored cards you are now using you should mark these cards for Detcom and Comsab using the metal tabs regardless of the color of the cards. If you desire to circle in red or blue pencil the notations "DC" or "CS" appearing on the top center of the cards, you may do so.

It is the Bureau's desire that this problem be handled with a minimum amount of effort and it will not be necessary for you to retype any of the cards now in use. If, however, it becomes necessary for you to retype any of the cards you now have, you should use the white card.

DEC 13 1950
RECEIVED
FBI
NEW YORK

291 changed to 34-20

Office Memorandum • UNITED STATES GOVERNMENT

TO : Director, FBI

DATE: November 20, 1950

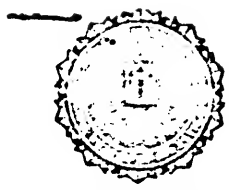
FROM : SAC, New York

SUBJECT: SECURITY INDEX PROJECT

Re New York letter dated November 13, 1950.

As of today, November 20, 1950, there were still pending in the New York Office 89 cases on Security Index subjects, which cases the Bureau requested be brought up to date. Of these 89 pending cases, pending reports have been submitted in 30 cases. These pending reports complied with the Bureau's request that these cases be brought up to date. This leaves a balance of 59 cases which have not yet been brought up to date by report. All of these remaining cases are receiving attention and reports will be submitted in the near future.

292 changed to 47-11



IN REPLY, PLEASE REFER TO
FILE NO. _____

Federal Bureau of Investigation
United States Department of Justice

San Francisco 2, California
November 15, 1950

CONFIDENTIAL

Director, FBI

Re: SECURITY INDEX AND
SECURITY INDEX CARDS

Dear Sir:

ReBulet to New York City dated 11-1-50 which set forth suggestions concerning handling of Security Index cards and requested recommendations from offices receiving copies of referenced Bureau letter.

Referenced letter suggested (one) that where the Bureau prepares new Security Index cards on its IBM machine reflecting a change in the former Security Index card and these cards are forwarded to the field, that the photograph and description on the old card already in possession of the field be stapled to the card containing the change as received from the Bureau; (two) that where changes are made in Security Index cards the Bureau not prepare the cards in the Bureau, but that the changes be noted on the existing cards in the field.

This office recommends that the second suggestion above be adopted for the following reasons:

Under the present system whereby a FD-122 is forwarded to the Bureau containing a change in the residence, employment, status, etc. of a Security Index subject the FD-122 must be approved by the Supervisor and routed to a clerk who makes changes on the card in pencil, ink or by typewriter, whichever is the fastest and most economical, pending receipt of the amended card from the Bureau. Upon receipt of the amended card prepared at the Bureau on the IBM machine, the Supervisor must initial the copy of the FD-122 for the file, or route it to the agent, and route the Security Index cards to a clerk who then must take out the old Security Index card and add to the new one received from the Bureau the photograph and description.

292 changed to
47-11

Director, FBI

November 15, 1950

Re: DETCOM

Further, it is pointed out that a considerable period of time elapses between the forwarding of the FD-122 to the Bureau and the receipt of the amended Security Index cards in the field. Under the present system in order to have the most recent change in the status of the subject reflected in the field's Security Index cards, it is necessary that a temporary notation be made on the card pending receipt of the new card from the Bureau. This is all that is required and, as a matter of fact, it is believed that the preparation of cards donating changes in the status of a Security Index subject at the Bureau is unnecessary. It makes for additional work on the part of the supervisor and on the part of the clerk and can readily be eliminated without causing any hardship or loss of efficiency in the field.

I therefore recommend that the Bureau terminate the practice of preparing Security Index cards at the Seat of Government for transmittal to the field in situations where the status of the Security Index subject has changed, but that the Bureau continue to prepare Security Index cards at the Seat of Government where the subject is for thefirst time included in the Security Index.

Very truly yours,

2

293 changed to 50-10

STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

DATE: 11/8/50

TO : DIRECTOR, FBI

FROM : SAC, SEATTLE

SUBJECT: SECURITY INDEX AND SECURITY INDEX CARDS

Rebulet 11/1/50 to New York, copy of which was furnished Seattle.

I think a card bearing the photograph and description of a SI subject could easily be stapled to the back of the SI card furnished by the Bureau. As the new SI card is furnished, the card bearing the photograph and description could be re-stapled to the new card. This procedure is certainly much simpler than transferring a photograph and re-copying the physical description of the person on the new card.

293 changed to

50-10

November 20, 1950

SAC, Seattle

Director, FBI

CONFIDENTIAL

SECURITY INDEX AND
SECURITY INDEX CARDS

Re Bulet dated November 1, 1950, and your let dated November 8, 1950.

Re Bulet requested your opinion as to whether the Bureau should continue to prepare amended Security Index cards for the field, or whether changes on Security Index cards can be more economically handled with less burden on the field's clerical staff by making written notations of changes on Security Index cards presently maintained in the field as was previously done.

Urlet of November 8, 1950, did not include your views on this point. You should immediately submit your views in this matter.

294 changed to 31-7

STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

list

TO : Director, FBI

DATE: November 24, 1950

FROM : SAC, Newark

SUBJECT: SECURITY INDEX CARDS

This is to advise that since the Bureau inaugurated its new system of submitting Security Index Cards to the Field, this office has noted a number of discrepancies with the cards that had been maintained in the field. Examples are as follows:

294
changed to
31-7

The Bureau is requested to advise if it desires that this office submit an FD-122 when discrepancies such as the above are noted. If such is the case, it will be necessary to write in on the FD-122 any changes relating to key figures inasmuch as that does not appear on FD-122.

294 changed to 31-7

SAC, Newark

December 8, 1950

Director, FBI

SECURITY INDEX CARDS
Your file
Bureau file

RECORDED

Reurlet November 24, 1950.

The Bureau desires that form FD-122 be utilized by your office in each instance where a discrepancy is noted on a Security Index card prepared by the Bureau.

Changes relating to key figures may be indicated on this form, as suggested in the last paragraph of referenced letter.

You should, of course, exercise good judgement in submitting form FD-122 in connection with the addition of aliases.

STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

TO :

DATE: November 20, 1950

FROM :

SUBJECT: SECURITY INDEX — GENERAL

PURPOSE

To furnish you information regarding the status of the Security Index.

DETAILS

There is attached a statistical analysis of the Security Index as of November 3, 1950.

ACTION

None. This is for your information.

295

SECURITY INDEX CARDS FOR ISTICS - BY FIELD OFFICES
Based on Statistical Section Records as of November 3, 1950

OFFICE	TOTAL	NATIONALISTIC TENDENCY: SOC	COM	SOV	TER	SPY	PER	IMM	NUS	POL	SMP	LOG	OTH	NON	DEC	GS	DP	AP	CRX Walk Permit	CITIZENSHIP STATUS: NB	NA	AL	OU	RACE: White	Negro	Others	AGE	SPECIAL: IF	CY	KS	MI
ALBANY	152	145									5				62	14	45	1	115	37	15	114	32	2	4	144	8	1	1			
ALBUQUERQUE	45	45													2	2	5		36	1	1	40	3	1		43	1					
ATLANTA	247	243							2		1				154	1	1		9	2	1	7	1			6	1					
BALTIMORE	41	41							2		2				12	2	2		113	24	4	23	51	3		226	4					
BIRMINGHAM	347	341							3		6				101	7	14		241	108	2	268	69	6		313	6					
BOSTON	213	212	1						2		16				47	1	7		168	65	16	169	40	4		204	14					
BUFFALO	72	72													4		2		56	16	4	63	6			72	24					
CHARLOTTE	30	30													1				28	1		24				27						
CHICAGO	996	996							16		22				185	36	150	8	708	220	614	277	37	8		747	145	4				
CINCINNATI	156	156							11		1				58	11	58	3	121	35	114	22	6	2		135	21					
CLEVELAND	364	363							1		1				150	1	95	3	211	93	25	74	1	1		333	31					
DALLAS	30	30													10		11		45	21	93	11	14	2		26	4					
DENVER	114	114													22		11	4	98	107	387	150	5	1		457	10	2				
DETROIT	554	550							1	4	1				198	2	28		88	8	8	2				11	2	75				
EL PASO	19	19									1				1				19	15	54	45	9	1		30	12					
FRESNO	107	107									19				47		10		159	45	159	159	6	2		178	28					
HARTFORD	54	54													20		13		10	1	12	30	4	1		22						
HONOLULU	24	24									4				26		11		15	7	5	15	2	1		13	2					
HOUSTON	22	22									1				6		2		1	1	1	1				2						
INDIANAPOLIS	2	2													1																	
JACKSONVILLE	1,605	1,553									1				1,044	1	1,005		1,005	250	1,155	1,064	56	42	10	1,551	6	8				
KANSAS CITY	24	24													6		6		15	5	5	5				5						
LITTLE ROCK	22	22													4		4		15	1	12	16	1			15						
LOS ANGELES	1,605	1,553									5				42		6		159	45	159	156	6	2		178	28					
LOUISVILLE	24	24													6		6		15	5	5	5				5						
MEMPHIS	22	22													4		4		15	1	12	16	1			15						
MIAMI	1,605	1,553									5				42		6		159	45	159	156	6	2		178	28					
MILWAUKEE	24	24													6		6		15	5	5	5				5						
MINNEAPOLIS	22	22													4		4		15	1	12	16	1			15						
NEW ORLEANS	1,605	1,553									5				42		6		159	45	159	156	6	2		178	28					
NEW YORK	24	24													6		6		15	5	5	5				5						
NORFOLK	22	22													4		4		15	1	12	16	1			15						
PHILADELPHIA	1,605	1,553									5				42		6		159	45	159	156	6	2		178	28					
PITTSBURGH	24	24													6		6		15	5	5	5				5						
PORTLAND	22	22													4		4		15	1	12	16	1			15						
SAN FRANCISCO	1,605	1,553									5				42		6		159	45	159	156	6	2		178	28					
SEATTLE	24	24													6		6		15	5	5	5				5						
ST. LOUIS	22	22													4		4		15	1	12	16	1			15						
TOTAL	10,144	10,004	1	2	93	69	13	2	35	2	355	1	1	1	4,244	1,464	1,552	65	9,613	3,531	10,109	2,571	357	107	11,702	1,198	154	9	14	24	46

[redacted]

Encl

296
changed
to
34-21

Office Memorandum • UNITED STATES GOVERNMENT

TO : Director, FBI

DATE: November 27, 1950

FROM : #1 SAC, New York

SUBJECT: SECURITY INDEX PROJECT

Re New York letter dated November 20, 1950.

As of November 27, 1950 there were still pending in the New York Office 79 cases on Security Index subjects, which cases the Bureau requested be brought up to date.

297 changed to 50-11

STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVE

TO : DIRECTOR, FBI

DATE: November 25, 1950

FROM : SAC, SEATTLE

CONFIDENTIAL

SUBJECT: SECURITY INDEX AND SECURITY INDEX CARDS

ReBulet 11/20/50.

It is my recommendation that the Bureau continue to prepare amended Security Index cards for the field. In that way, we may be assured that the information you have and that that we have is identical.

298

Office Memorandum • UNITED STATES GOVERNMENT

DATE: November 20, 1950

TO :

FROM : GENERAL

SUBJECT: SECURITY INDEX/SUGGESTION OF SA , DETROIT, MICHIGAN

PURPOSE

To advise you of the suggestion of SA regarding maintenance of a duplicate set of Security Index cards in event of an emergency.

DETAILS

The suggestion of SA is attached. He suggested the maintenance of a duplicate set of SI cards or a microphotograph of SI cards at some location away from the Seat of Government as a precautionary measure in event of an emergency.

As you know, this matter has already been considered by the Bureau and plans are presently being formulated to maintain duplicate records of the SI at the Omaha Office.

ACTION

It is recommended that this memorandum be forwarded to the Training and Inspection Division for their information.

UNITED STATES DEPARTMENT OF JUSTICE
FEDERAL BUREAU OF INVESTIGATION

EMPLOYEE SUGGESTION

Date November 2, 1950

To: Director, FBI

From:

Field Office or Division Detroit

SUGGESTION: That an extra copy of all Security Index cards maintained at the Seat of Government be made and maintained at the safest, geographically and economically speaking, Bureau Division.

Or

All Security Index cards be microphotographed and the film maintained in a safe place.

Its advantages are: Precautionary measure in case of atomic attack in which event Washington and several other major cities may be struck simultaneously, thereby possibly destroying all three copies of Security Index cards as now maintained, as well as the investigative files on the Subjects.

It should save at least $_____ annually.

The use by the United States of my suggestion shall not form the basis of a further claim of any nature by me, my heirs, or assigns upon the United States.

COPIES DESTROYED
261 FEB 7 1963

(Signature of Suggestor)

Comments and recommendation of Supervisor, SAC, or Assistant Director:

ENCLOSURE

ENC 1

November 2, 1950

Director, FBI

Detroit

That an extra copy of all Security Index cards maintained at the Seat of Government be made and maintained at the safest, geographically and economically speaking, Bureau Division.

Or

All Security Index cards be microphotographed and the film maintained in a safe place.

Precautionary measure in case of atomic attack in which event Washington and several other major cities may be struck simultaneously, thereby possibly destroying all three copies of Security Index cards as now maintained, as well as the investigative files on the Subjects.

Enc 2

STANDARD FORM NO. 64

Office Memorandum • UNITED GOVERNMENT

TO : THE DIRECTOR

DATE: November 24, 1950

FROM :

SUBJECT: SECURITY INDEX COUNT
GENERAL

PURPOSE

To advise you of the total cards in the Security Index as of Friday, November 24, 1950.

DETAILS

As of Friday, November 17, 1950, there were 13,288 cards in the Security Index. In the past week 81 new cards were added and five cards were canceled, a net increase in the past week of 76 cards.

The Security Index as of today is 13,364.

300 changed to
8-5

Office Memorandum • UNITED STATES GOVERNMENT

TO : Director, FBI

DATE: December 2, 1950

SAC, Charlotte

SUBJECT: [illegible]

Reference is made to Section 87 of the Manual of Instructions wherein information is set forth concerning contents and appearance of Security Index Cards.

It is noted therein that the reverse side of the Security Index Card may be block stamped for a description of the subject.

It is suggested that if permission could be granted to the Charlotte Office to make an additional notation in the description of the subject to the effect that a Security Flash has been posted with the Identification Division, it would serve as a convenient reference to the fact that this action had been taken. It is believed that by being allowed to make this notation on the reverse side of the card considerable time could be saved in the review of various Security Index subjects' files.

In addition, it would also serve as a notice to other divisions when office of origin has been changed that such Security Flash notices had been placed with the Identification Division.

300
changed to
8-5

SAC, Charlotte

January 10, 1951

Director, FBI

SECURITY INDEX CARDS
Your file

Reference is made to your letter dated December 2, 1950. Referenced letter contains a suggestion concerning the placing of a notice on the reverse side of the Security Index card showing that a Security Flash Notice has been posted with the Identification Division.

This matter is receiving consideration at the Bureau and you will be advised in the near future.

STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

TO : DIRECTOR, FBI

DATE: July 31, 1950

FROM : SAC, NEW HAVEN

SUBJECT: SUGGESTION - NEW HAVEN OFFICE
SECURITY INDEX SUBJECTS
MAINTAINING PHOTO ALBUM IN
RESIDENT AGENCIES GENERAL

There are being attached herewith the original and four copies of a suggestion concerning the captioned matter, which is being made by [redacted]

July 31, 1950

SUGGESTION - NEW HAVEN OFFICE
SECURITY INDEX SUBJECTS
MAINTAINING PHOTO ALBUM IN
RESIDENT AGENCIES

At the present time, each office maintains a Security Index which is broken down by geographical and alphabetical sections. Photographs of Security Index subjects are maintained on the Security Index card filed in the geographical section. This index is maintained in the headquarters cities.

It has been the experience of the New Haven office that a considerable number of the 250 Security Index subjects in the state of Connecticut reside in areas covered by resident agencies.

It is respectfully requested that the Bureau give consideration to the following suggestion:

It is suggested that the Bureau authorize the various offices to maintain in each R.A. a 3x5 or 5x8 box (depending on the size of the photographs) which box would contain only photographs of SI subjects residing within the area covered by the R.A. These photographs would be identified only on the reverse side with the subject's name and description. There would be no indication on the photograph or in the 3x5 box that the photographs contained there are photographs of SI subjects.

The purpose of maintaining such a box would be two-fold.

1. It would give each R.A. an opportunity daily to review the photographs of SI subjects within their territory and better enable the resident agents to recognize such subjects if they see them on the street, at public meetings, and the like.

2. In the event of a sudden emergency, resident agents would have immediately available photographs of SI subjects in their territory.

These photographs would be maintained with the same security as Bureau Manuals are afforded in the resident agencies.

Encl

Office Memorandum • UNITED STATES GOVERNMENT

TO : THE DIRECTOR

DATE: October 5, 1950

FROM : THE EXECUTIVES' CONFERENCE

SUBJECT: SECURITY INDEX - GENERAL

At the Executives' Conference on October 3, 1950, consisting of Messrs. , the Conference considered the desirability of authorizing, on a permissive basis, the field offices to furnish resident agencies with written background information on Security Index subjects for their assistance in the event the Detcom Program is put into effect upon short notice.

On July 15, 1950, by letter the Indianapolis Office suggested that background information, including a photograph, if available, relative to Security Index subjects residing in a resident agency area be set forth on a blank form and the form thereafter be charged out to the appropriate resident agent for his assistance in fulfilling his function of detaining Security Index subjects, should the Detcom Program be put into effect.

As a result of this letter, a survey was made of ten field divisions to ascertain whether this procedure was necessary and desirable. The survey reflected that some offices, particularly where the number of Security Index subjects in the resident agency area is not large, can handle the project without such an aid. Two offices suggested that duplicate Security Index cards be maintained in the resident agency. Another office suggested that the information in resident agencies be maintained on cards in an index card box. The Cleveland Office felt that the proposed form was unnecessary, as it would require additional work by Agents and clerks. The two largest offices surveyed, namely, Detroit and Philadelphia, advised that the suggestion by the Indianapolis Office was desirable and should be adopted immediately.

The results of the survey reflected that the field is divided in its opinion as to the necessity, but that certain offices, particularly the larger offices, felt that the Indianapolis suggestion was necessary. In view of this, it was recommended that an SAC Letter giving the field permission to furnish to the resident agent by memorandum the name and background of a Security Index subject, with photograph if available, to assist in causing the subject's apprehension be disseminated. This memorandum would be charged out to the Agent from the main case file and would contain no mention of the fact that the individual is on the Security Index list or that he is scheduled for apprehension. The letter advises the field that this procedure is optional where it is felt necessary, and if the procedure is adopted, the field office is to advise the Bureau within one week that it is being put into effect.

MEMORANDUM FOR THE DIRECTOR

Messrs. [redacted], [redacted], [redacted], [redacted], [redacted], [redacted], [redacted] and [redacted], recommended that the proposed letter be sent to the field. The letter is attached. It was pointed out that resident agents presently, of a necessity, have material of all kinds charged out to them from Bureau files and the same security would apply to the proposed information as applies to the material they presently handle; that the forms containing the background information will bear no information reflecting an apprehension program or any mention of the Security Index list.

Messrs. [redacted] and [redacted] recommended against this procedure. Mr. [redacted] felt that it was not necessary and that we were distributing information to the resident agencies which there was no need to distribute. Mr. [redacted] felt that there was no real need for this procedure and that there was not the proper security in the resident agencies to handle this information.

In the event you approve the majority recommendation above, the letter will be disseminated.

Respectfully,
For the Conference

I agree with minority.
I feel there is a danger [redacted] in distribution of such information

10-11

I concur.
H.

STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

TO : THE DIRECTOR DATE: 10-25-50

FROM : EXECUTIVES CONFERENCE

SUBJECT:

The Executives Conference on 10-23-50, with Messrs. present, considered the suggestion of the Los Angeles Office that all files in Field Offices which relate to subjects of Security Index cards be identified by having a 3" x 5" card bearing the stamped notation "Security Index" placed under the Acco fastener on top of the file cover. In the event the Security Index card is cancelled, the card would be removed and placed in the 1-A envelope with a notation that it was being cancelled.

The Executives Conference recommended that this suggestion be submitted to a number of representative Field Offices for observation before action was taken. There is attached hereto a letter to the Boston, New York, Chicago, San Francisco, Cleveland, San Antonio, Newark, Detroit and Miami Offices for this purpose.

Respectfully,
For the Conference

OK-
H

STANDARD FORM NO. 64

304

Office Memorandum • UNITED STATES GOVERNMENT

TO : THE DIRECTOR DATE: 11/25/50

FROM : EXECUTIVES CONFERENCE

SUBJECT: 3x5 CARD ON TOP OF FILE AS FLAG IN SECURITY INDEX CASES

GENL.

SAC [redacted], Los Angeles, suggested that a 3x5 card be attached to the top of all files on security index subjects as a flag. Mr. [redacted] pointed out that this would be advantageous to clerical employees searching for these files, and would flag them to anyone as being important files.

RESULTS OF SURVEY

The Executives Conference on 10/23/50 recommended a survey of representative field offices to determine their opinions relative to this suggestion. Seven of the offices surveyed, Newark, Chicago, Detroit, San Francisco, Miami, New York and Cleveland, were opposed to the suggestion. San Antonio and Boston were in favor of the suggestion. Those in favor pointed out that this device would aid in destroying these files if necessary under the War Plans, and would assist supervisors and Agents in reviewing files. Those opposed pointed out that this card could easily be torn off in handling, the suggestion would entail additional clerical work, the logical place to obtain information relative to security index subjects is from the Security Index File rather than from the investigative file since the Security Index files furnish a ready reference to the various file numbers. Files on security index subjects are readily identifiable on quick review because of the presence of Form FD-122 or Form FD-152 near the top of the file.

EXECUTIVES CONFERENCE CONSIDERATION:

The Executives Conference on 11/24/50, consisting of Messrs. , was unanimously opposed to the suggestion and recommended that SAC be so advised.

If you concur, an appropriate letter to SAC is attached.

Respectfully,
For the Conference

I concur.
H.

EX-125

INDEXED - 23

Attachment

cc:

6 DEC

FBMc:dgh

Office Memorandum • UNITED STATES GOVERNMENT

TO :

DATE: 11-22-50

FROM :

SUBJECT: 3 X 5 CARD ON TOP OF FILE AS FLAG IN SECURITY INDEX CASES

SUGGESTION: That 3 X 5 card be placed on top of file cover, under Acco fastener to afford ready recognition of files where Security Index cards are authorized. (Los Angeles)

GENER.

SURVEY

Executives' Conference on 10-25-50 approved survey of 9 offices on suggestion.

SUMMARY OF RESULTS

Opposing Suggestion:

7 offices (Newark, Chicago, Detroit, San Francisco, Miami, New York City, and Cleveland)

Favoring Suggestion:

2 offices (San Antonio and Boston)

Suggestion by Boston

Boston suggests that additional information be added to the 3 X 5 cards to show that the subject is a Top Functionary or Key Figure. Further, that the 3 X 5 card be placed on the top serial rather than on top of the file, this would protect the card.

SUMMARY OF VIEWS

Favoring Suggestion

Will aid in destroying file if necessary under war plans. Will assist supervisors and agents in file reviews. (San Antonio)

Opposing Suggestion

Logical place to check would be Security Index File rather than the investigative file. Card could be easily torn off in handling file. Suggestion would entail additional clerical work. (New York City)

Files where Security Index cards are authorized are readily identifiable on quick review because of the presence of form FD-122 or FD-152 near the top of the file. Employment and residence are checked every 6 months and are readily apparent in top serials. No useful purpose can be served in retaining 3 X 5 card after it has been removed from top of file. Suggestion would complicate administration of Security Index cases. (San Francisco)

The Security Index file furnishes a ready reference to file numbers. Every file with a Security Index card approved contains form FD-122 which is prepared every 6 months in verifying residence and employment. This form is easily noted within the file. (Detroit)

Suggestion would require additional administrative duties, additional handling of files, and additional clerical, agent, and supervisory time. No difficulty being experienced in identifying files where Security Index cards are approved. (Chicago

Suggested card would be duplication of the functions of the Security Index card box. They would become detached in handling the file. It is easy to determine if Security Index card has been cancelled by looking at the 1-A envelope. (Newark)

Files on Security Index subjects are very active and are reviewed periodically on tickler. The fact that the file is received on an administrative tickler is a flag to the supervisor that a Security Index card is involved. Further, cards on the outside of the file would be torn off. Clerical time consumed in stamping the suggested card and placing it on the file is of doubtful value. (Cleveland)

Suggestion is of no advantage to an office the size of Miami which has a total of 65 Security Index subjects. The Communist supervisor and Chief Clerk are both opposed to suggestion. (Miami)

RECOMMENDATION

That the results of this survey be made available to the Executives' Conference.

306 changed to 45-3

Office Memorandum • UNITED STATES GOVERNMENT

TO : Director, FBI

DATE: October 30, 1950

FROM : SAC, San Antonio

SUBJECT:

ReBulet 10-26-50 to Boston and other offices concerning the suggestion that a 3" x 5" card be placed on top of the file cover to identify files in which security index cards have been authorized.

While the matter is not much of a problem in a small office such as this, it appears the suggestion would have particular merit in a large office and would also be helpful in a small office. This would be helpful in connection with the war plans for destroying files in the event of necessity; it would materially assist the supervisor in file reviews, and be a flag to agents who may have occasion to review this file and to whom the case is not assigned. I see no objectionable features to it and believe it would be a helpful and useful practice.

307 changed to 5-8

STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

DATE: November 14, 1950

TO : Director, FBI

FROM : SAC, Boston

SUBJECT:

Reference is made to Bureau letter dated October 26, 1950, which bore no caption but requested the views of various offices with reference to the suggestion that a 3" by 5" card be placed on top of the file cover and under the Acco fastener to afford ready recognition of those files where Security Index cards have been authorized.

While such a card might be of some assistance, other information that might not be readily available in the file could logically appear upon such a card in abbreviated form as a ready aid to facilitate the review of such a file. It is felt that such information could include an indication as to whether the subject of the file is a Top Functionary or Key Figure, in addition to having been designated a Security Index subject.

When an individual is considered under the Top Functionary and Key Figure classifications, the file should contain a complete description, recent photograph and handwriting specimen, and although the requirements as to photographs and handwriting are not necessary items in connection with Security Index subjects, both are highly desirable in most cases. Information as to whether handwriting, complete physical description and photographs have been obtained is generally not readily available without a complete review of the file, occasioning considerable time to be spent in review of multi-volume cases. Accordingly, it is felt that a brief notation as to whether those items have been secured could logically appear on the 3" by 5" card.

It is further suggested that in the event such 3" by 5" cards are utilized, they be placed on top of the top serial inside the file jacket rather than under the Acco fastener on top of the file cover, for the reason that cards maintained on top of the file cover are more readily defaced and torn than would be the case if the card were maintained under the protection of the file cover itself.

308 changed to 9-10

STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

TO : Director, FBI

DATE: November 1, 1950

FROM : SAC, Chicago

SUBJECT:

Reference is made to Bulet dated October 26, 1950 requesting my views as to a suggestion that a 3 x 5 card be placed on top of the file cover and under the Acco fastener on files of subjects of Security Index cards for ready recognition of files on which Security Index cards have been authorized. My views were also requested concerning the suggestion that upon cancellation of the Security Index card the 3 x 5 card used for identification purposes be cancelled and placed in the 1-A exhibit envelope.

The Bureau is advised that I feel this procedure is unnecessary. Each office at this time maintains its Security Index cards in a manner which should allow a ready check to determine if an individual is the subject of a Security Index card. This office at the present time has over 300 Security Index cards and there has never been a problem in connection with the identification of a file which indicates that the subject is a Security Index subject.

If this suggestion is approved it would require additional administrative duties, additional handling of the files, which in turn would tie up necessary clerical, agent and supervisory personnel to insure that the 3 x 5 cards are on each file of the Security Index card subjects and that they are removed when the Security Index card is cancelled. It is my belief that with the administrative burden already necessary to supervise the internal security matters and the Security Index, unless an additional procedure is absolutely necessary to effectively handle internal security matters, such should not be adopted.

UNRECORDED
Changed to
UNRECORDED
11-29-50

SAC, Baltimore

November 29, 1950

Director, FBI

PERSONAL ATTENTION

INTERNAL SECURITY ACT OF 1950

Index

Bufile

Re SAC Letter No. 71, Series of 1950, dated September 29, 1950, which concerns preparation of reports on persons employed in vital facilities. Reference is also made to SAC Letter No. 62, Series of 1950, dated August 31, 1950, wherein it is stated that it is the Bureau's responsibility to furnish information concerning employees in vital facilities to the interested intelligence agency. This should be borne in mind at all times so that security reports will be properly disseminated.

It has been noted that the recent reports from the Baltimore Office carrying the above caption do not indicate local dissemination by your office.

It is suggested that this be called to the attention of all agents working on security matters so that they will disseminate future reports in accordance with the above instructions.

309 changed
to
29-5

STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

TO : Director, FBI

DATE: November 14, 1950

FROM : SAC, Miami

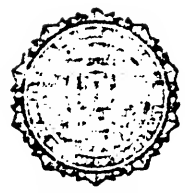
SUBJECT: SECURITY INDEX MATTERS
SUGGESTION

ReBulet October 26, 1950, requesting comments concerning a suggestion which the Bureau received to the effect that a 3" x 5" card be placed on top of the file cover and under the Acco fastener of files in which Security Index cards have been authorized.

So far as we can see, this could easily be done. On the other hand, judging from an office the size of Miami with a total of 65 Security Index subjects, there seems to be no practical reason as to why the 3" x 5" card is needed. We have borne in mind that a number of the Security Index files are in a closed status and that they are reopened semi-annually for the purpose of verifying addresses.

I have discussed this matter with the Communist Supervisor and he does not feel that the 3" x 5" index card would serve any useful purpose insofar as he is concerned. I have discussed the matter with the Chief Clerk and she feels that this would add nothing to the efficiency of the Chief Clerk's Office. I cannot personally see that in an office the size of Miami any benefit whatsoever would be gained by having the file so labeled. Not foreseeing any benefits, I respectfully offer my suggestion that I am opposed to the practice as being unnecessary. The same line of reasoning applies to the placing of the 3" x 5" card in the 1-A exhibit envelope of files where Security Index subject cards have been cancelled.

310 changed to 34-18



United States Department of Justice
Federal Bureau of Investigation
NEW YORK, NY

IN REPLY, PLEASE REFER TO
FILE No. _____

CONFD

November 14, 1950.

Director, FBI.

RE: SECURITY INDEX AND SECURITY INDEX CARD

Dear Sir:

Rebulet 10/26/50 to Boston, cc New York, concerning the suggestion that a 3 x 5 card be placed on top of the file cover and under the ACCO fastener to afford ready recognition of those files in which Security Index Cards have been authorized.

This office has given this matter considerable thought and it is felt that the suggestion should not be placed into effect for the following reasons:

If there is a desire to determine whether or not a Security Index card exists on a subject, the logical place to check would be the Security Index file rather than the subject's case file as it would be a much quicker check. If the desire was to have the information re the existence of the Security Index card readily available at the time the file was reviewed in connection with tying in additional information, the work involved in maintaining the 3 x 5 card in the fashion suggested would not seem to justify the results obtained. A card of the type indicated could be easily torn off in connection with removing and returning the file to the jacket and one could never be sure if there was no Security Index card merely because there was no 3 x 5 card attached. Further it would seem that the existence or non existence of a Security Index card would rarely be the final determining factor of what action should be taken with a new piece of mail, but rather the extent of the subject's activity as is known at the time the file is reviewed. Therefore, bearing in mind that the institution of the system suggested would entail considerable clerical work not only from the standpoint of initiating the project but also in keeping it up to date and the result therefrom would be of questionable value, it is believed that the suggested plan should not be placed into effect.

Very truly yours,

311 changed to 15-8

STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

DATE: November 1, 1950

TO : Director, FBI

FROM : SAC, Detroit

SUBJECT: SUGGESTION

Rebulet October 26, 1950, requesting my views concerning the suggestion that a three inch by five inch card be placed on top of the file cover and under the Acco fastener to afford ready recognition of those files in which Security Index cards have been authorized.

It is my recommendation that this suggestion be rejected. It does not appear that this procedure is warranted inasmuch as each such file contains a copy of Form FD-122, which is prepared each six months following verification of residence and employment. This form is easily noted within the file. Furthermore, any advantage is discounted by the amount of work which will be involved in placing the three by five card on top of the file cover without sufficient benefit derived therefrom. The Security Index box furnishes a ready reference to the file numbers at the present time in order that the necessary files may be identified when necessary.

SAC, BOSTON

10-20-50.

DIRECTOR, FBI

The Bureau has received the suggestion that a 3" x 5" card be placed on top of the file cover and under the Acco fastener to afford ready recognition of those files in which Security Index cards have been authorized. The card would be stamped "Security Index" and the purpose of the suggestion was to save time in the review of files identified as having subjects on whom Security Index cards are made. The suggestion further proposes that, upon cancellation of the Security Index card, the 3" x 5" card used for identification purposes be cancelled and placed in the 1-A exhibit envelope.

Your views as to this suggestion, with supporting facts, are desired and should be submitted in order to reach the Bureau by November 15, 1950.

313 changed to
47-10

Office Memorandum • UNITED STATES GOVERNMENT

TO : Director, FBI

DATE: 11-3-50

FROM : SAC, San Francisco.

SUBJECT: SECURITY INDEX

ReBulet 10-26-50 which requested comments on a suggestion that a 3" X 5" card be placed on top of the file cover to afford ready recognition of a file in which a Security Index card has been authorized. The suggestion further proposed that upon cancellation of a Security Index card that such 3" X 5" cards be placed in the 1-A exhibit envelope.

This office sees no useful purpose that could be served by use of such a card. The files in Security Index cases are easily identifiable by a brief perusal of the file itself since generally there is either a Form FD-122 or Form FD-154 near the top of the file. The employment and residence of Security Index subjects must be checked each six months and, therefore, it is readily apparent at the very top of the file that the subject is a Security Index subject.

With regard to the second suggestion, this office can conceive of no useful purpose whatsoever it would serve to retain such a card in the 1-A exhibit envelope once the Security Index card has been cancelled. The placing of such a card in the 1-A envelope would be a useless administrative step.

It is believed that either or both of the above suggestions would merely complicate the administration of the Security Index cases without effecting any great benefit.

314 changed to 31-6.

Office Memorandum • UNITED STATES GOVERNMENT

TO : DIRECTOR, FBI

DATE: November 3, 1950

FROM : SAC, NEWARK

SUBJECT: SUGGESTION RE SECURITY INDEX SUBJECT

Reburlet to Boston 10/26/50 relating to a suggestion that a 3x5 card be placed on top of the file cover and under the acco fastener to afford ready recognition of these files in which SI cards have been authorized.

It is my opinion that the suggestion described will not serve any advantage and may cause a considerable amount of clerical work. In this office, it is possible to check whether or not an individual is an SI subject by examining the SI card box which is maintained in the Security Squad office. It is believed that the additional card suggested would merely be a duplication and, for that reason, is unnecessary. It is also very probable that these cards would become detached in handling.

Similarly, the suggestion mentioned secondly does not appear to offer any particular usefulness inasmuch as it is possible to determine if the SI card has been cancelled by checking the 1A jackets.

RECORDING

314X changed to 15-9

STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

TO : Director, FBI

DATE: November 9, 1950

FROM : SAC, Detroit

SUBJECT: SECURITY INDEX AND SECURITY INDEX CARDS

Re Bureau letter, November 1, 1950 in which opinions were requested as to whether the Bureau should continue to prepare amended SI cards.

The view of this office is that the Bureau should continue to prepare the amended cards. The reason: in this office the Index now consists of four different types of cards. One is the recently adopted IBM card. The second and third are earlier approaches to the first and are similar to the IBM card in that the face of the cards contains room for residence and employment changes while the reverse side is used for photograph and description. The fourth type card, however, used here (and originally designed by this office) contains all pertinent information including descriptive data on its face. The reverse side has been used only for the stapling of a photograph. This fourth type of card is so set up that there is no room for changes of residence and employment on its face. Previous correspondence had instructed Detroit not to make a project of revising this original card but to substitute the newer type as residence and employment changes were made.

Accordingly it will be seen that if the Bureau were to stop preparing amended cards Detroit would in the majority of cases be required to retype any changed cards since the preponderance of those now in the Detroit file do not lend themselves to written changes. Hence it is desired, at least until a much greater proportion of the "original type" SI cards have been replaced by the IBM type, that the present system remain in force.

Turning to the problem of convenience and time saving methods in affixing SI photographs and descriptions to changed SI cards, it is suggested:

1. In cases where an IBM card has not previously been received from the Bureau, the field office shall type the description of Subject and staple photograph of Subject onto the reverse side of the IBM card as has previously been done by each field office.

2. In cases where an IBM card has previously been received and is in file, upon receipt of the new IBM card, the old card in the geographic section will be merely turned around and stapled to the new geographic section IBM card so that the photograph and description of the Subject will show. 15-9

This would serve the purpose of preparing a separate 5" X 8" card and the procedure could be followed through three or four changes, or until the cards become bulky, at which time those previously attached could be unstapled and destroyed with the exception of one old card which would be left attached.

315 changed to
11-11

STANDARD FORM NO. 64

Office Memorandum • UNITED GOVERNMENT

TO : Director, FBI

DATE: November 9, 1950

FROM : SAC, Cleveland

SUBJECT:

ReBulet dated 10-26-50 regarding the placing of a 3 x 5 card on top of the file cover and under the Acco fastener on the files in which Security Index cards have been authorized.

This office is opposed to the suggestion for the following reasons:

(1) Files on Security Index subjects are the most active files in this office and all of them, whether closed or open, have administrative ticklers which cause them to be brought to the appropriate desk at periodic intervals. The fact that the file is received on the desk with the administrative tickler is an immediate flag that the subject of that file is on the Security Index list.

(2) Cards or other material which are attached to the outside of the file cover are easily torn off when a file is active and frequently handled. This is evidenced by the number of damaged dictation slips that are noticed from past experience.

(3) The present Bureau procedure wherein the Bureau by letter grants authority to cancel an SI card is adequate without placing an additional 3 x 5 card stamped merely "Security Index" in the 1A jacket which, after it is filed in the 1A jacket, can serve no useful purpose.

The clerical time consumed in stamping 3 x 5 cards "Security Index," placing them on the file under the Acco fastener, maintaining them in good condition and as the file grows into extra volumes placing them on the new volumes, removing and placing the cards in the 1A exhibit envelope after they no longer serve their purpose on the front of the jacket, and then serializing them and endorsing the 1A jacket outweighs, in my opinion, the doubtful value of any such card.

5-9

Office Memorandum • UNITED STATES GOVERNMENT

TO : DIRECTOR, FBI

DATE: November 17, 1950

FROM : SAC, BOSTON

SUBJECT: SECURITY INDEX AND SECURITY INDEX CARDS

ReBulet dated November 1, 1950.

Although the new system of preparing amended or replacement Security Index Cards at the Bureau and furnishing them to the Field insures a uniformity between the S.I. Cards maintained in the Field and those on file at the Bureau, it is felt that, in the case of amended Security Index Cards where a change of address has been reported to the Bureau, the same result could be achieved by having the Field make the change on its cards and at the same time notify the Bureau of the change. This would make it unnecessary for the Bureau to prepare a new Security Index Card for each change in the data appearing thereon, particularly in those instances where the change in data consists of only some minor change and whereby under the present system the Bureau prepares and sends to the Field completely new cards.

The present system necessitates a substantial increase in the amount of clerical time which must be used in removing the photograph, description and office file number from the old cards and affixing them to the new cards every time such a change takes place. It is felt that a saving in time in clerical work could be achieved for both the Bureau and the Field if the Bureau continued to prepare the original new Security Index Cards but thereafter, in recording minor changes in the data thereon, place responsibility on the Field to make the changes on its cards and immediately notify the Bureau of the change. Under this system, the cards maintained in the Field Office would, at the same time, be more up to date than they are under the present system, whereby the Field awaits new cards from the Bureau to reflect the change. It is noted in this respect that present Bureau regulations prohibit the placing of temporary notations on the face of the Security Index Cards and that this prohibition would prohibit the temporary notation of a change of address between the time the change of address is received in the Field and the time that the new cards reflecting such change of address or other data are received from the Bureau.

With reference to the suggestion received by the Bureau from a Field Office that the description and photograph should be placed on a card the same size as the Security Index Card, which card could be re-stapled to the Security Index Card when amended or replacement cards are received in the Field, thereby requiring only one typing of the description, it is acknowledged that such a

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315 X changed to 5-9

practice would make it unnecessary to retype the description every time new cards are received and would better protect the photograph, where available. It is felt that such a system would be considerably more workable and efficient than would the re-stapling of one of the amended or replacement cards received from the Bureau to the geographical card previously maintained in the Field Office, inasmuch as many Security Index Cards are extremely active in reflecting changes of address and other data and would, accordingly, require a considerable amount of re-stapling and unstapling of old cards, which would detract from a neat appearance of the cards and provide a possible field for clerical error.

316

Office Memorandum • UNITED STATES GOVERNMENT

DATE: December 1, 1950

TO :

FROM : GENERAL

SUBJECT: SECURITY INDEX COUNT

PURPOSE

To advise you of the total cards in the Security Index as of Friday, December 1, 1950.

DETAILS

As of Friday, November 24, there were 13,364 cards in the Security Index. In the past week, 126 new cards were added and 5 cards were cancelled, a net increase in the past week of 121 cards.

The Security Index as of today is 13,485.

UNRECORDED changed to UNRECORDED 12-8-50

SAC, Baltimore

December 8, 1950

Director, FBI

CONFIDENTIAL

[illegible]
[illegible]file -

Reurlet October 23, 1950.

Referenced letter lists the following under the caption "Atomic Energy Employees"; under "Espionage Subjects":

Bureau files fail to reflect that you have submitted to the Bureau any information which would justify placing under the classification of Atomic Energy Employees and the Bureau files do not show that he has ever been investigated as an applicant under the Atomic Energy Act.

The Bureau file on shows that your office was requested by letter dated 10-26-50 to determine his present employment, his associates and activities since the date of your last report, regardless of his present place of employment. No information has been received showing his present employment.

For your information the Bureau has filed in the Regular Section of the Security Index and in the Special Section of the Security Index under Government Employees.

Changes in the filing of these cards should not be made by your office without advising the Bureau of the change and the reasons therefor.

317 changed
to
34-22

STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

DATE: December 4, 1950

TO : Director, FBI

FROM : SAC, New York

SUBJECT: SECURITY INDEX PROJECT

Re New York letter dated November 27, 1950.

As of December 4, 1950, there were still pending in the New York Office 71 cases on Security Index subjects, which cases the Bureau requested be brought up to date.

317 changed to 34-22

SAC, New York

December 15, 1950

Director, FBI

SECURITY INDEX PROJECT
Bureau file

By letter dated November 20, 1950, you advised that you had 89 pending cases remaining on the Security Index Project, but that only 59 cases remain which had not been brought up to date by a report. In your letters dated November 27, 1950 and December 4, 1950, you furnished the number of pending cases, but failed to furnish the number of cases on which current reports had not been submitted. The Bureau wishes to be advised as to the number of cases remaining which have not been brought up to date by reports.

In the future you should inclu' this in your weekly letter until the project is completed. You should consider this project completed when the remainder of the cases have been brought up to date by reports.

318 changed
to
34-23

STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

TO : Director, FBI

DATE: December 11, 1950

FROM : SAC, New York

SUBJECT: SECURITY INDEX PROJECT

Re New York letter to the Bureau December 4, 1950.

As of December 11, 1950, there were still pending in the New York Office 61 cases on Security Index subjects, which cases the Bureau requested be brought up to date. It should be noted, however, that pending reports have been submitted on 40 of these 61 cases, leaving only 21 which have not yet been brought up to date. These are receiving attention and reports will be submitted as soon as possible.

STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

DATE: December 8, 1950

TO :

FROM :

SUBJECT: SECURITY INDEX COUNT - GENERAL

PURPOSE

To advise you of the total cards in the Security Index as of Friday, December 8, 1950.

DETAILS

As of Friday, December 1, 1950, there were 13,485 cards in the Security Index. In the past week, 83 new cards were added and 6 cards were cancelled, a net increase in the past week of 77 cards.

The Security Index count as of today is 13,562.

320 changed to 31-8

STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

TO : Director, FBI

DATE: December 7, 1950

FROM : SAC, Newark

SUBJECT: SECURITY INDEX AND SECURITY INDEX CARDS

Rebulet to New York, 11/1/50.

In discussing this matter with clerical employees handling the Security Index Cards, I find that there is no real hardship found in the administration of the Security Index Cards by either the present system or the suggested system of stapling one of the ammended IBM cards to the geographical card. The problem is not acute at Newark at this time.

It is my opinion that the suggested process of stapling the ammended IBM cards to the geographical security index cards would be the most efficient from an economic as well as a clerical viewpoint.

However, it is also my opinion that the process of stapling the cards or of retyping the descriptions should be left to the discretion of the individual office.

In Newark's particular case, the stapling would increase the number of Security Index Cards to the extent that it would require an additional file box to maintain them. Whereas to date the retyping of descriptions and restapling of photographs has not caused any undue delay in keeping them current.

:21 changed to
47-12

Office Memorandum • UNITED STATES GOVERNMENT

DATE: 12/7/50

TO : DIRECTOR, FBI

FROM SAC, SAN FRANCISCO

SUBJECT: SECURITY INDEX

In connection with the maintenance of Security Index cards on the subjects who are being inducted into the Armed Forces, advice is requested from the Bureau in connection with the following details:

1. When a subject is inducted and his whereabouts verified in a military installation outside the limits of the Field Division carrying the subject as office of origin, should the cards be forwarded to the pertinent office?

2. When such a subject is tabbed for Detcom-Comsab, should the tabs be removed?

Pending advice from the Bureau, this office will not forward Security Index cards to any other Field Office under such circumstances, in view of subject's being within the jurisdiction of the military establishment, and this office will not remove such a subject from the Detcom-Comsab status.

321 changed to 47-12

SAC, San Francisco

December 20, 1950

Director, FBI

SECURITY INDEX

Reurlet December 7, 1950.

Referenced letter raised two questions relative to the maintenance of Security Index Cards on subjects who are being inducted into the Armed Forces:

1. "When a subject is inducted and his whereabouts verified in a military installation outside the limits of the Field Division carrying the subject as office of origin, should the cards be forwarded to the pertinent office?"

   Under these conditions, the Security Index Card should not be forwarded to the office in which the military installation is located. In all probability the subject of the Security Index will move on numerous occasions from one military installation to another. Instructions were furnished the Field in a letter to all Field Offices dated December 11, 1950, instructing that whenever a subject listed in the Security Index enters the Armed Forces the Security Index Card on that individual should be placed in the inactive section of the Security Index.

2. "When such a subject is tabbed for Detcom-Comsab, should the tabs be removed?"

   There is no reason for maintaining the tabs on the Security Index Cards once they are placed in the inactive section of the Security Index.

When information is received by your office that a subject listed in the Security Index has returned to your Division from the Armed Forces, it will be necessary for your office to submit a form 50-1a along with your recommendations concerning this individual.

U.S. DEPARTMENT OF JUSTICE
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WASHINGTON